



AGENDA
Committee on Ways and Means
Tuesday, July 11, 2017 @ 3:30 p.m.
Council Conference Room, City Hall

Councilmember Jody Washington, Chair
Councilmember Kathie Dunbar, Vice Chair
Councilmember Carol Wood, Member

1. Call to Order

2. Minutes

- May 31, 2017
- June 6, 2017
- June 20, 2017

3. Public Comment on Agenda Items

4. Discussion/Action:

A.) Sole Source Purchase; Segal Waters Consulting Group, Human Resources (Human Resources)

5. Other

- Teamsters 580 Retiree Healthcare Coverage

6. Adjourn

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MINUTES

**Committee on Ways and Means
May 31, 2017 @ 4:00 p.m.
10th Floor Conference Room, City Hall**

CALL TO ORDER

The meeting was called to order at 4:02 p.m.

ROLL CALL

Councilmember Jody Washington, Chair
Councilmember Kathie Dunbar, Vice Chair. absent
Councilmember Carol Wood, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Eric Brewer, Council Internal Auditor
Brett Kaschinske, Parks & Recreation Director
Angela Bennett, Finance Director- arrived at 4:03 p.m.
Joseph Abood, Chief Deputy City Attorney
Todd Heywood, Lansing City Pulse
Kathy Miles
Elaine Womboldt
Judith Felice
Mary Stanford
Elo Wittig
Bethany Styer
Ryan Smith
Harold Leeman
Dale Schrader
Kathleen Badgley
Brian Lum

Discussion/Action

Ormond Park

Council Member Washington explained to the public the purpose of this meeting was to find out where the financing for the road in Ormond Park entrance was coming from and where the direction for the plan was going.

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Public Comment on Agenda Items

Mr. Schrader acknowledged it was not in his neighborhood, but voiced a concern about the loss of the parks.

Mr. Smith voiced his concern with the entrance and road proposed through Ormond Park, and questioned the legality of the process and if it would still be classified as a park if the majority of it is turned into a driveway.

Mr. Wittig acknowledged he visited the park for the first time this past weekend, and spoke to a local resident at the park who is in opposition to the road.

Ms. Styer a resident from Green Street in the neighborhood that abuts Osmond Park spoke in opposition to the road going through the park.

Ms. Felice spoke in opposition to the road through Ormond Park stating her belief that it was deliberately done as a last minute to avoid dealing with the community.

Ms. Womboldt spoke in opposition to the proposed road through Ormond Park.

Ms. Stanford spoke as a resident near Ormond Park, stating she spoke in support of keeping the park as it is with no entrance for Groesbeck Golf Course at that location.

Ms. Badgley spoke as a resident that broadens Ormond Park and voiced her concerns that the park is dedicated, inquired to any restrictions and acquisitions, and concluded by asking Council to pass a resolution to halt construction.

Ms. Miles spoke in support of all comments stated so far.

Mr. Leeman reminded the Committee of the process that was done in the past by Council at the same park where they took public comment for the full body to hear and it was held.

Mr. Lum asked the Committee to pursue steps to go through a transparent process.

Ormond Park

Council Member Washington began the conversation outlining what was known at this time, and clarifying that Council was not made aware of the project at any time until the neighborhood informed them of the progress.

The details in the Park Board minutes from March 8, 2017 noted the cost budgeted for the road through Ormond Park would be \$385,000 making an accessible and visible entrance to Groesbeck Golf Course. In the CIP ranking of the project at the Park Board there were only 3 board members who wanted the access road.

Council Member Washington then listed questions for the Administration which included where was the funds coming from, where were these funds in the budget, who did the Administration talk to in the neighborhood, who wants it, and who is implementing it. Also added was the question on why additional signage was not considered before a road through the park was decided.

Council Member Washington reminded the Administration that during the budget the Council was told that Lansing residents do not golf, and so that is why the golf course management was

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moving to LEPPA to get more usage, but now Council is being told that a road through a residential park is needed because there is too much traffic on the residential streets. Lastly, Council Member Washington asked two more questions, if there is a liquor license for the course and whose authority is this coming under.

Council Member Wood had no questions at this time, she wanted to hear responses from the Administration.

Ms. Bennett provided answers to some of the questions, beginning by stating the \$380,000 was available from park millage funds from FY2016/2017 and it will also include approximately \$5,000 for project design.

Council Member Wood reminded Ms. Bennett that during the budget Council was told there was \$250,000 in the current budget in carry forward. Ms. Bennett clarified that there is available funding at \$380,000 which is CIP funds and Council does not have to approve those carry forward transactions.

Council Member Washington asked if park millage can be used for roads, and Mr. Kaschinske noted that in the parks millage there were references to “paving items” and design funds.

Council Member Wood asked how the priority of the projects is determined. Mr. Kaschinske referred to the pacer ratings the perform on all asphalt trails and parking lots, and then those results are taken into consideration for the projects under “parks paving”. They have received estimates on Foster Community Center parking lot, the Bancroft loop and have done paving in the cemeteries. The funds for those fall under the paving account. The Foster and Bancroft projects will fall in next fiscal year.

Council Member Wood asked if the Ormond project was not done this year if they could address Foster paving instead. Mr. Kaschinske admitted they plan to do both. Ms. Bennett acknowledged there was \$380,116 in this fiscal year, and the amount will also include design funds.

Council Member Washington asked about potential projects at Gier, Sycamore and Alfreda Schmidt South Side Community Center. Mr. Kaschinske pointed out that that Alfreda Schmidt Community Center is on school property, and added that they look at all parking lots.

Council Member Wood asked about the grants from the County for the trails, so why not put dollars into the trails to open them all up. Mr. Kaschinske confirmed all of the River Trail is open, and reminded the group that the voters did not agree to put this amount towards the River Trail from the millage.

Council Member Wood pointed out to all present that the intent of the budget is to have information provided as part of CIP, and Council is given information on all projects. Ormond Park was never part of that information provided to them. Law was asked if the money can be spent without Council approval. Mr. Abood reiterated an earlier statement that the funds put towards the entrance to Ormond Park are CIP carry forwards, which do not need Council approval. He added that it is not a legal question, and there is no fact on why something was or wasn't discussed.

Council Member Wood then asked Mr. Kaschinske why Ormond Park was never discussed during the Groesbeck Golf Course with LEPPA during the budget. Mr. Kaschinske stated that

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Parks discussed it in the 5 year Master Plan, and was presented to the Park Board as part of 3 options. Two of the options would be off Wood Road coming in at \$2 million and \$4 million. Those were vetted at the Park Board meeting, and there was also discussion on the project at the past board meetings and during the Master Plan meetings.

Council Member Wood stated her understanding that there was a decision to move forward, but Council was not privileged to it. Ms. Bennett added to the discussion that there were discussions in the past in general with no specific amounts or parks.

The Committee asked if there was money already spent on this project. Mr. Kaschinske stated that C2AE was hired for the design work and they were the ones that created the three (3) proposals. These three (3) proposals were presented at the public Parks Board meetings. Council Member Washington asked staff who made the final decision on this proposal. Mr. Kaschinske confirmed the Administration made the decision and it is part of the overall plan of Groesbeck Golf Course. This will include closing access to the course from Maryland, Otto, and Sheldon. They have not received any records of any accidents, but it will make it safer in those areas.

Council Member Washington voiced her frustration for the neighborhood that have been effected by the changes with Bancroft Park, the change of management of Groesbeck Golf Course to LEPFA and now the changes in Ormond Park.

Mr. Brewer pointed out that there is \$75,000 in CIP for FY2018 for Groesbeck decking, the mentioned \$385,000 of CIP carryforward, and the \$600,000 subsidy for Groesbeck. He suggested they increase the revenue at the Course.

Council Member Wood asked why the project could not halt and allow for community input. Mr. Kaschinske stated they did get input during the Master Plan presentations, during the Park Board meetings at three different times, and during the overall plan of Groesbeck Golf Course. The Park Board saw the project options during their CIP discussions and votes and this was voted on by the Park Board for ranking in how important they thought it was. It came in 3rd on the list with the patio with pavilion or tent at Groesbeck in 4th place. Council Member Washington noted to Mr. Kaschinske that she spoke to Park Board members and they were not aware of this.

Council Member Wood stepped away from the 4:47 p.m.

Council Member Washington voiced her frustration on the lack of transparency from the Administration and the need for compromise for everyone to win.

Council Member Wood returned to the meeting at 4:48 p.m.

Council Member Washington asked the staff present if there was a way to halt the process and create a win-win for everyone involved.

Ms. Felice asked Mr. Abood if the road was to go through Ormond, and the course does go to LEPFA, if the park land can be retained in the Parks and Recreation Department. Council Member Wood answered the question by clarifying that with the contract, the park will remain with the Parks and Recreation Department, and LEPFA will have a contract to manage the facility.

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Council Member Washington explained to the public that there was no RFP, no business plan or plan presented to Council on this recent proposal and Council did not know until the budget came before them about the contract with LEPFA.

Council Member Wood stepped away from the meeting at 4:51 p.m.

Ms. Badgley pointed out that in the Park Master Plan Ormond Park was listed as one of 5 major goals, and when the public was asked how they wanted park millage money spent, it was for preservation, nature centers, more park land, and more playgrounds. She added, that on the list it was #14 out of 15 items, a golf course was acknowledged.

Council Member Wood returned to the meeting at 4:52 p.m.

Ms. Stanford asked if the golfers were asked about the entrances. Mr. Kaschinske stated in their surveys, it was asked and is in the current survey. The new entrance is proposed for safety reason, because currently there is access on 4 residential streets; Ormond, Sheldon, Otto and Maryland. There is a concern with traffic on those streets to they want to close those accesses and create a dedicated entrance. Ms. Stanford was asked for traffic calming on the existing streets instead, and she was referred to Public Service for those changes.

Mr. Wittig spoke on behalf of the residents on Otto, Sheldon and Maryland that want the park to stay as is.

Ms. Bennett noted that there were funds from FY15/16 in the paving fund that was carried forward. Council Member Wood asked for a detailed list of all dollars carried forward and the projects they were for and the balances.

Council Member Washington directed Mr. Brewer to assist in gathering the information, and include in the information details on why such a large carryforward. Mr. Kaschinske provided examples of projects that come in under budget so there are funds that can be carried forward for future projects, or projects that do not get done because they were granted supported and the grant was not awarded or approved.

Council Member Washington asked when the project through Ormond Park would start, and Mr. Kaschinske stated they have not received any bids back, so they do not have a start date. Council Member Washington encouraged staff to go back to the Administration to see what other options can be done and seek out community input.

Ms. Womboldt stated her opposition to the lack of details on the funding process.

Council Member Washington concluded by reminding all staff present that tax dollars are being spent on something the residents do not want.

ADJOURN

Adjourn at 5:02 p.m.

Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on _____

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MINUTES **Committee on Ways and Means** **June 6, 2017 @ 3:30 p.m.** **10th Floor Conference Room, City Hall**

CALL TO ORDER

The meeting was called to order at 3:32 p.m.

ROLL CALL

Councilmember Jody Washington, Chair
Councilmember Kathie Dunbar, Vice Chair- absent
Councilmember Carol Wood, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Mindy Biladeau, Downtown Development Authority
Chief Talifarro
Denise Estee
Lynne Meade
Brett Kaschinske, Parks and Recreation Director
Heather Sumner, Assistant City Attorney
Joseph Abood, Chief Deputy City Attorney –arrived at 4:25 p.m.

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM MAY 22, 2017 AS PRESENTED. MOTION CARRIED 2-0.

Minutes from May 31, 2017 will be addressed at the next meeting.

Public Comment

Ms. Estee asked to be added on the agenda under “Other” to talk about the May 22, 2017 Legacy Report and also about her continued concerns on the Teamster 580 Retirees and 2004 Tie Bar issued.

Discussion/Action

RESOLUTION – Proposed Fees for Marshall Park Sand Volleyball

Council Member Washington pulled the item off the agenda, and asked Mr. Kaschinske if he had any comments. Mr. Kaschinske informed the Committee that it was put in after the budget was presented, and they are looking to partner with MARVA, a local volleyball association. He noted that currently the revenues of the courts do not cover the cost of the material that is

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needed for the courts. Mr. Kaschinske added that they are currently looking into entering into an agreement with the volleyball association to run the courts.

Council Member Washington informed Mr. Kaschinske that she would be pulling the resolution until further notice because she had serious questions on the funds and fees with the Parks and Recreation Department.

RESOLUTION – Set the Public Hearing for the Principal Shopping District (PSD) Assessment for FY2018 to FY2020

Ms. Biladeau explained that the PSD was established in 1996, with no increase since then. Their determination would be that with the rate of inflation currently it could be a 55% increase, so the Board is recommending 3% increase for district A over the 3 years, totaling 9% from 2018-2020. District A is the Downtown area and B and C would remain status quo, but the Board will review for renewal again every 3 years.

Council Member Washington asked for the subsidy given to Downtown Inc. in the budget, besides the \$100,000 for wayfinding signage, and asked if this 3% annually for the next (3) years will cut into that subsidy and will then require a lower amount of subsidy. Ms. Bennett and Mr. Brewer were not able to provide the numbers at this time.

Ms. Biladeau explained that after researching they could not find any information on why it had been 21 years since the last assessment, but the assessment costs do cover maintenance for downtown, such as removing the trash from the 80 public trash can, sidewalk clearing, and beautification.

Council Member Wood asked Ms. Bennet for a detailed account of how much of the assessment the City is paying on their City owned properties within the A District. Council Member Washington also reiterated her earlier question on the subsidy and asked Council staff to follow up if there was no response by Tuesday, June 13th.

After a discussion on when the hearing would be held, and when the assessment would appear on the taxes, it was clarified by Ms. Bennett that the assessment would be on the Winter bill and that deadline is October 31st.

Council Member Wood asked if they notify the property owners, and Ms. Bennett and Ms. Biladeau both confirmed that the Clerk's office notifies the owners of the hearing.

Council Member Washington encouraged Ms. Biladeau to hold discussion with her Board on gradual increases instead of waiting so many years.

Council Member Washington moved the agenda item to the June 20th meeting to set the hearing, since the assessments will not go on the taxes until the Winter 2017 taxes. The item was put on pending in expectation of receiving the information requested from Ms. Bennett and Finance.

Sole Source Purchase; Plante Moran Initiative Planning Study, Fire Department

Chief Talifarro detailed to the Committee that this project was Phase 2 of the 2012 study, and in that study they reviewed and determined regionalism and consolidation. Based on the Phase 1 they have begun training and special tactical teams, along with certifications for grants. The next step is to obtain formal agreements to proceed on an analysis with the six (6) Departments,

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those being Lansing, Meridian, East Lansing, Delta, Delhi and Lansing Township. These Departments share responsibilities, but each municipality responds to their areas.

Council Member Washington asked if the noted \$31,500 was the cost to Lansing and if any other municipality paid. Chief Talifarro confirmed that currently the only two entities in the program are the City of Lansing and the City of East Lansing, and they also pay \$31,500. If the structure of the program is agreed upon by the other 4 Departments they will also contribute.

Council Member Washington pointed out to Staff that when the City decided to agree to share the Fire Chief, Council was told it was a year trial period and they would come back to Council after that year for review, discussion and future determination. She noted to Chief Talifarro and Ms. Bennett that that process did not happen. Council Member Washington stated she would pursue that issue with the new Mayor in January 2018.

Council Member Wood asked where the sole source of \$31,500 was listed in the budget. Ms. Bennett stated it was within the Fire Department, but she could not provide the exact line item. Council Member Wood then informed the Committee that she had spoken to Mark Meadows from East Lansing in February, and he informed her that the City of Lansing was not paying, and it did not appear in the budget this year either she noted.

Ms. Bennett stated the dollars are in the FY2017 Fire Operating Budget Funds. Chief Talifarro stated his understanding was that East Lansing required Council approval, and the way the document was presented the City of Lansing City Council did not have to approve. Council Member Wood asked if there were using public safety millage dollars. Chief Talifarro assured her that this had nothing to do with the millage.

Chief Talifarro stated he would email the 2012 study to Council Staff to forward to the Committee.

MOTON BY COUNCIL MEMBER WOOD TO PLACE THE SOLE SOURCE FROM PLANTE MORAN FOR THE FIRE DEPARTMENT INITIATIVE PLANNING STUDY ON FILE. MOTION CARRIED 2-0.

Sole Source Purchase; Segal Waters Consulting Group, Human Resources

Ms. Riley was not present and Council Staff was asked to request her presence at the next meeting, June 20, 2017. This agenda item was moved to the next meeting on June 20, 2017.

Chief Talifarro stated he would email the 2012 report once he gets back to his office due to technical difficulty in the room, however wanted the Committee to know his understanding was that he was present to review it with the Committee and as a Sole Source he was not asking for approval. Council Member Washington acknowledged his statement.

OTHER

Ms. Estee referred the Committee to the FHT Legacy report of May 11, 2016 and presented pages from the document to them. She then noted her opinion that in regards to the health care issue and Teamster retiree benefit summary, that information given to the consultant was incorrect and inaccurate.

Ms. Meade added that in the report the retirees that paid for their health care, their dollar amount maximum was incorrect in the report. They should be \$125, \$225 and \$325, but they are not noted that way in this study. Ms. Bennett attempted to explain that the information was

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actuarial information, and they have to disclose their governing document, and the reports disclose that. The previous reports were general, and by the current actuary they did speak and agreed upon assumptions going forward.

Council Member Washington asked how they came up with the 2004 figure. Ms. Bennett noted it is current City policy that the date in which a retiree retires, follows active employees.

Council Member Wood asked for a copy of that contract that states that, from Ms. Bennett. Ms. Meade added to the conversation that back to 1982 the contracts say it follows actives, and addresses the “plan” but it never made mention on the monetary value. Her opinion was that in 2010 there was a unilateral change and they decided to retro back to 2004 and no agreement with Union was made what so ever.

Ms. Estee then outlined her second topic of discussion, the 2004 tie-bar. Ms. Estee went through the timeline for Council Member Washington that was spent with the Retirement Board in 2014 who could not assist them, then onto the Council Internal Auditor who referred them to the Committee on Ways and Means in 2014. Ms. Estee spent 2015-2016 in Committee meetings asking for their assistance in having the City Attorney determine and provide information on retiree health care. Ms. Estee concluded that in the end of 2016 she expected a written report, but was advised as the Committee was that there was no memo from Ms. McIntyre the previous City Attorney in 2015-2016 that spoke to this. At this time Ms. Estee was asking to be a continual reoccurring topic of discussion on the Committee agenda until her issues are addressed.

Council Member Washington asked for a timeline on the process, and also times to review a document that Ms. Estee presented to the Committee.

Mr. Abood asked who Ms. Meade was representing. Ms. Meade answered that she was representing language in the contract, and Ms. Estee stated to Mr. Abood she was a present as a retiree and understands that Unions do not represent retirees.

Council Member Washington informed Council Staff to add the requested topic to the upcoming agendas.

ADJOURN

Adjourn at 4:30 p.m.

Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on _____

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MINUTES

**Committee on Ways and Means
June 20, 2017 @ 3:30 p.m.
10th Floor Conference Room, City Hall**

CALL TO ORDER

The meeting was called to order at 3:30 p.m.

ROLL CALL

Councilmember Jody Washington, Chair
Councilmember Kathie Dunbar, Vice Chair
Councilmember Carol Wood, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Angie Bennett, Finance Director
Joe Abood, Chief Deputy City Attorney
Randy Hannan, Mayors Executive Assistant
Denise Estee
Steve Maloney
Lynne Meade
Kathy Miles
Jon Miles
Mr. Brownlee
Debbie Mikula, Lansing Arts Council
Robert Engle
Isobel McCallum
Mindy Biladeau, DDA
Eric Brewer, Council Internal Auditor

Minutes

Action on the minutes from May 31 and June 6 were moved to the next meeting.

Public Comment

Public comment held during each agenda item and no public comment at this time.

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Discussion/Action

RESOLUTION – Set the Public Hearing for the Principal Shopping District (PSD) Assessment for FY2018 to FY2020

Council Member Washington explained the item was continuation from the last meeting, and the Committee was waiting on information. Ms. Bennett answered earlier questions, but stating that the Downtown Lansing Inc subsidy for 2018 is \$138,805 which does not include the \$100,000 for wayfinding signs. Ms. Bennett answered the second pending question, which was information on the amount of the special assessment on the City properties in the district, which totaled \$74,943. Those properties include City Hall, parking ramps, the river trail and parks. Ms. Biladeau recapped for the Committee that the renewal is for 3 years for District A only, and it will be 3% each year for 3 years. Council Member Wood asked for a list of the properties.

MOTION BY COUNCIL MEMBER WOOD TO SET THE PUBLIC HEARING FOR JULY 31ST FOR THE PSD ASSESSMENT FOR DISTRICT A FOR FY 2018-FY2020. MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; National Endowment for the Arts

Ms. Mikula informed the Committee of the timeline, with the submittal over the last two year, after applying for multiple grants and being denied, they were able to secure the for the design aspect for a permanent stage and re-evaluation of the green space at Adado Riverfront Park. Through the process they found that many organizations that utilize the park have large expenses on renting and installing a stage facility. With this grant they are awarded \$40,000 for a 2-year grant with the grant cycle ending May, 2018, and a City match of \$40,000.

Mr. Hannan added to the presentation that there are three activities that will be funded. Those include the hydrological evaluation because of the park location in a flood plan, what can be built that close proximity to the river, and with the DNR as the regulatory agency, they will require a consultant to do modeling on what surface area can be displaced and not run afoul of the runway. The second activity is a conceptual design for a stage. This project will include two community charrettes, and then the end product would be a conceptual design. If the stake holders are in agreement, the last activity would be researching on how to fund it. This could be applying for additional grants and financial model in sustaining in it. Overall, Mr. Hannan stated this is to see what can be done in the space, include community engagement, and result in not just a stage but the immediate surroundings and potentially look at flood management.

Council Member Wood asked where the City match was coming from, and Ms. Bennett stated there is a line item for grant matches in the budget. It will not come from the Parks grant match. Council Member Wood asked the Administration present to also look into a sinking fund for the maintenance as they work on design and funding.

Council Member Wood asked why if it was grant was awarded in May 2016 is Council was just hearing about it. Mr. Hannan apologized accepted the blame stated they receive preliminary notification in May 2016, then reviewed it to see what they could do and also held conversations with the State on the flood plain. Earlier in 2017 he was unavailable, and so it was not forwarded as it should have been. Ms. Mikula did confirm that they were given an extension to May 2018 to do the charrettes and they hope to move forward on the process by selecting a design firm and coordinate the charrettes to occur in Fall 2017.

Council Member Wood asked who the engineering firm was. Ms. Mikula stated the engineering was not part of the grant they were awarded. The \$80,000 will cover the charrettes, conceptual

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design and hydro design. Mr. Hannan stated the group that did the sculpture at the City Market is the group they are using currently and he will provide that name to the Committee.

Council Member Washington asked Mr. Hannan what the timeline for the project would be, and Mr. Hannan stated it would depend on the new administration, and on what comes out of the charrette. Then there is the cost and creation of a financial model. Sometimes the design and engineering is built into the construction budget.

MOTION BY COUNCIL MEMBER WOOD TO ACCEPT THE GRANT FOR THE NATIONAL ENDOWMENT FOR THE ARTS. MOTION CARRIED 3-0.

RESOLUTION – Housing and Urban Development (HUD), 2016 Continuum of Care Homeless Assistance Programs Notice of Funding Availability (NOFA)

Council Member Washington acknowledged there was no representation from the HRCS Department to answer questions or provide information. The Committee was asked for their decision on how to proceed. Mr. Brewer had no comments. The consensus was to act on the Resolution, with the condition that Dr. Joan Jackson Johnson provide information on if there are any items that are getting more, getting less or if there are new items.

MOTION BY COUNCIL MEMBER DUNBAR TO APPROVE THE RESOLUTION FOR THE HOUSING AND URBAN DEVELOPMENT (HUD) 2016 CONTINUUM OF CARE HOMELESS ASSISTANCE PROGRAMS NOTICE OF FUNDING AVAILABILITY (NOFA).

Council Staff was directed to ask Dr. Jackson Johnson for the information before the Council requested action on June 26, 2017.

MOTION CARRIED 3-0.

Sole Source Purchase; Segal Waters Consulting Group, Human Resources

Ms. Riley was not present, so this agenda item was again moved to the next meeting. Council Staff again sent an email to Ms. Riley with the next date of July 11th.

OTHER

Teamsters 580 Retiree Healthcare Coverage

Ms. Estee submitted written comments for the record and recited them (attached). Council Member Washington acknowledged the letter and reiterated from the last meeting that Council Member Wood was working on an update. Council Member Wood was not able to provide an update at this time, but stated she would have it at the next meeting and will provide files of information for the Committee.

Mr. Engle spoke in opposition to the work done thus far by the City. He also confirmed he had sent letters in the past to the City Attorney and has never heard a response. Mr. Engle concluded with his opinion that what was happening was illegal and wanted Council to investigate.

Council Member Washington admitted she too was perplexed with the lack of information that has extended for multiple years, and agreed it needed to be resolved by end of this calendar year. She then apologized for the delay and frustration, asking the retirees to be patient.

Mr. Abood informed the Committee that he had spoken to City Attorney Smiertka and was asked to tell them that Law is doing is ongoing. Mr. Abood admitted also to receiving requests

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from Mr. Engle and Ms. Estee, and in the midst of his review and research for his memo, there was a change in direction and that is when Mr. Smiertka became City Attorney. The Law office is researching the law and there are some attorneys in that office that have concerns, and the law does not support the memo by Ms. McIntyre that Ms. Estee refers to. In addition he noted that Mr. Smiertka does not support the memo by Ms. McIntyre, and therefore Ms. Estee claims have been denied and any other claims that overlap with Ms. Estee claim will receive the same answer. Council Member Washington asked for one final opinion and documents. Mr. Abood stated that he City Attorney never plans to create a formal City Attorney opinion, but if a memo from Law that backs up the statements, Mr. Abood offered to ask Mr. Smiertka for it. Council Member Washington asked it to be submitted by July 11th. Mr. Abood could not guarantee that, therefore they were also offered the first Committee meeting in August, August 15th.

Ms. Estee spoke again, asking not for a memo from Law about the law is, but wanted to know where the 2004 tie-bar language is and what is the significance of the tie-bar is, why was it done in 2010 and pre-dated to 2004 and lastly she asked why they took a group of retirees and split them in regards to their benefits. Council Member Wood stated she had asked for a copy of the language from Ms. Bennett, and Ms. Bennett stated the language is available on the City Intranet in the CBA, and it is an attorney matter, not something in her duties. Mr. Abood asked if the Committee was asking for the CBA from 2004, and Council Member Wood confirmed.

Mr. Engle asked the Committee to look into the law at the time the contract was signed.

Ms. Meade provided a history on the information she was provided but was not a participant in, but her opinion was that Mr. Colby, Ms. Thelen, Mr. Ambrose was at the table at which Mr. Colby then did a memo.

Ms. Brownlee spoke as retiree and spoke in support of the frustration by retirees on what she believed is a breach of contract.

Council Member Wood clarified that originally there were two situations, and the one in regards to the overcharges was resolved and those retirees were repaid.

Mr. Abood asked for clarification that there are two things the City Attorney office does know, they know what the contract language says and what the law is, and that is what they will make their City Attorney opinion on at this point.

Ms. McCallum, as a spouse of a retiree, spoke in opposition to what has occurred so far with the retiree benefits.

ADJOURN

Adjourn at 4:23 p.m.

Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on _____

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Ways and Means Committee, June 20th, 2017, 3:30 PM

RE: Teamsters 580 retiree tie-bar issue

I believe the City Charter authorizes the City Council to investigate and obtain answers from the Administration. I believe this investigation into the Teamster 580 retiree issue is now done as a result of obtaining Part 2, 2004 Tie-bar issue, Janene McIntyre 11-23-2015 report.

Ms. McIntyre concludes that there is no 2-20-2004 tie-bar to actives as stated in the Mark Colby March 2010 memo to retirees. This was further supported all along by:

1. Statement from Local 580 to Internal Audit questionnaire in 2014.
2. FOIA requests.
3. Actuary reports on healthcare.
4. My statement to the committee as a member of the 580 negotiating team on the 2003-2007 CBA.
5. The inability of the City to produce the so-called tie-bar contract language after 7 yrs.

It should be further noted that in 2016 both Interim City Attorney Abood and City Attorney Smiertka both failed to prepare a report on the 2004 tie-bar issue as requested by the Committee on Ways and Means. They chose not to do so.

I question the so-called Attorney/client privilege. Addressed to Mayor, Randy Hannan and Chad Gamble. None of those parties requested a report. The City Council did.

I accuse the administration of creating a "lie" in 2010, then committing "fraud?" against a group of retirees by charging them unauthorized deductions from their pensions.

I further accuse the Administration of a major cover-up. Numerous and endless City staff knew of this memo or saw this memo and buried it. Very disturbing is the fact that the City Attorneys' office helped in the coverup by reporting to the Committee that "they couldn't find it" or "they were not at liberty to say if it was found".

Again I find our original complaint to be investigated and answered. Seven (7) years of committing deceit and discrimination against Teamster 580 retirees has gone on long enough.

I am requesting that the City of Lansing Administration make the retirees whole including and not limited to refund of healthcare premiums overcharged beginning 3-31-2010. This impacts Teamsters 580 retirees as follows.

Retired 2-20-2004 thru February 8, 2010 Vested healthcare at 100% paid by the City.

Retired 2-8-2010 thru August 1, 2014: 1% cap on deduction.

Denise A. Estee, Teamster 580 retiree

Submitted Cmt+g

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Randy Hannan, Chief of Staff
Chad Gamble, Chief Operating Officer

FROM: Stephanie Robinson, CPPB, Senior Buyer

DATE: May 1, 2017

SUBJECT: Sole Source – Segal Waters Consulting Group

The Human Resources Department requests that Segal Waters Consulting Group be designated as a Sole Source vendor for Classification Consulting and Job Evaluation Services.

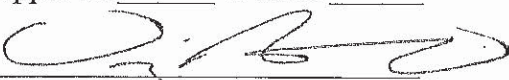
Please see the attached letter from Mary Riley regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to Segal Waters Consulting Group, in the amount of \$ 20,000 from account number 1012800.743000 per the request of the Human Resources Department.

Attachment

Date: 5-4-2017

Approved ☒ Denied ☐


Virg Bernero, Mayor

**CITY OF LANSING**

124 W. Michigan Ave
Lansing, MI 48933
(517) 483-4128

TO: **SEGAL CONSULTING GROUP**
101 NORTH WACKER DR STE 500
CHICAGO, IL 60606

PURCHASE ORDER	
P.O. NUMBER	P085034
DATE	05/02/17
VENDOR I.D.	V010053
DELIVERY DATE	
FOB	
REQUISITION NO	PR013108
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

Page 1 of 1

PHONE# (312) 896-9364 FAX# (312) 896-9364

DELIVER ITEMS TO:

CITY OF LANSING HUMAN RESOURCES DEPARTME
124 W MICHIGAN AVENUE 8TH FLOOR
LANSING, MI 48933

SEND INVOICE TO:

CITY OF LANSING HUMAN RESOURCES DEP
124 W MICHIGAN AVENUE 8TH FLOOR
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	CLASSIFICATION CONSULTING AND JOB EVALUATIONS	20,000	LS	1.00	20,000.00
TAX					0.00
TOTAL					20,000.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.

Federal Tax ID: 38-6004628

AUTHORIZED SIGNATURE

Stephanie Robinson

From: Riley, Mary <Mary.Riley@lansingmi.gov>
Sent: Monday, May 01, 2017 4:28 PM
To: Stephanie Robinson
Subject: RE: The Sole source for Segal

Hi Stephanie,

The account number is 1012800-743000. What I submitted was the complete quote, \$20k. Segal Waters is nationwide and has offices all over the country.

My contact's information is:

Elliot R. Susseles, CCP

Senior Vice President

Segal Waters Consulting

1800 M Street N.W. | Washington, DC 20036

T 202.833.6436 | F 202.330.5694 | M 202.607.5913

esusseles@segalco.com

I've sent an email requesting the Tax ID. Do you need anything else?

From: Stephanie Robinson [<mailto:Stephanie.Robinson@LBWL.COM>]
Sent: Monday, May 1, 2017 2:38 PM
To: Riley, Mary
Subject: The Sole source for Segal

I need an account number, and the complete quote from them for us. Or is the total \$20,000? There is no contact name or address for Segal Waters for this project. We need to be able to issue a PO, hopefully when they went through the name change

Their tax ID might have changed. This contract states this is a Maryland Company, and our other project, the company was from Chicago. a

If they changed

Thank you,

Stephanie Robinson CPPB

Buyer -- City of Lansing/Lansing Board of Water and Light

1232 Haco Dr.

Lansing MI 48912

Phone: 517-702-6197

Fax: 517-702-6042

City Hall phone: 517-483-4128

Fax: 517-483-4524

stephanie.robinson@lbwl.com

"Efforts and courage are not
enough without purpose
and direction"

**JFK

Stephanie Robinson

From: Riley, Mary <Mary.Riley@lansingmi.gov>
Sent: Friday, April 14, 2017 1:20 PM
To: Stephanie Robinson
Subject: Classification Vendor - Segal Waters
Attachments: Segal Waters Retainer Agreement.doc; Grand Rapids 2016 Compensation Survey Results.pdf

Hello Stephanie,
Hope all is well.

We are in desperate need of a new classification vendor to handle the City's reclassification and job evaluation reviews. Our old vendor has cancelled our contract because we could not fund a comprehensive compensation study (\$300,000+) at this time. It is imperative that we have a consultant to conduct these reviews as they are submitted frequently to evaluate for posting new and old positions and for employees who would to re-class their current position. I'm happy to say that we have a great organization, Segal Waters Consulting, that can take this on for us. I am asking that Segal Waters be considered a sole source vendor for the following reasons:

- The City of Lansing has a current contract with Segal Waters. They are conducting the pension legacy costs analysis project with Finance and Finance Director, Angie Bennett.
- Segal Waters has just completed a compensation study with the City of Grand Rapids. We participated with this survey by providing our compensation data for key positions. And I also know that they have worked with the State of Michigan on other strategic/operational human resources issues.
- The need for a new classification/job evaluation vendor is URGENT. Our old vendor unexpectedly cancelled our contract without any prior notice. Not having a classification vendor will severely hamper our ability to fill positions and stop our employees' ability to re-class their position thus impacting their increase in compensation.

I have attached the retainer agreement and the Grand Rapids survey for your review. Please let me know if you have any additional questions or if there is additional documentation needed. I would appreciate your timely consideration, Stephanie.

Thank You,
Mary Riley



Virg Bernaro, Mayor

Mary P. Riley, MPA, SPHR, SHRM-SCP
Director of Human Resources
City of Lansing, Michigan
124 W. Michigan Avenue, City Hall, 8th Floor
Lansing, MI 48933-1694
517-483-4011 office phone
Mary.riley@lansingmi.gov email

SEGAL WATERS CONSULTING Agreement for Services

This Agreement between The Segal Company (Western States) Inc., a **Maryland** corporation, d/b/a Segal Waters (hereinafter "Segal Waters") and [INSERT CLIENT NAME] (hereinafter the "Client") is entered into as of [INSERT MONTH, DAY AND YEAR]

Accordingly, and in consideration of the mutual premises and provisions hereof, the parties hereby agree as follows:

1. BASIC SERVICES

Segal Waters shall provide up to eighty (80) hours of consulting services to the Client as described below:

- Individual reclassification reviews: Using current job documentation as well as updated documentation in a template provided by Segal Waters, a review of the general purpose and essential functions would be conducted to ensure the position is properly classified.
- Individual job evaluation reviews: Using current job documentation including updated job questionnaires and job evaluation manuals supplied by Segal Waters, job(s) will be evaluated and recommended for placement into the client's current pay structure.
- Individual reviews of exemption status under the Fair Labor Standards Act: Based on documentation provided by the Client, written review will be completed for a job's eligibility for exemption from overtime under the Fair Labor Standards Act.
- Individual or career family market reviews: Individual or a specific list of no more than ten job titles will be market priced using market data available to Segal Waters or data supplied by the client.
- Development/update of individual job descriptions: Using current job documentation supplied by the client on templates provided by Segal Waters, an updated job description will be prepared for client review. Edits to the job description will be completed by the client.
- Annual reports on structure and market movement: Annual reports on market trends that provide actual and project pay and structure changes will be provided to the client for use in determining budget requirements for adjustments to their current pay structure and adjustments to employee pay.
- Recommendations for updates to client current pay structures based on standardized reports: Client may request that Segal Waters calculate one cost scenario for the cost of structure movement using agreed upon assumptions for pay changes.
- Telephone support on strategic or operational human resources issues: Segal Waters's consultants will be available for telephone support on demand, providing advice on strategic or operation issues as identified by the client.

2. ADDITIONAL SERVICES

From time to time, the Client may request or Segal Waters may propose in writing future services and the fees payable for such services. If such proposal is accepted by the parties, then such additional services will be governed by the terms and conditions of this Agreement and any such proposal shall be attached hereto as an Exhibit to this Agreement.

3. RESPONSIBILITY OF CLIENT

To enable Segal Waters to perform the services contemplated herein, the Client agrees to promptly provide Segal Waters with such data, materials and other information as Segal Waters reasonably requests and all data needed to perform these services. Upon receipt of data, materials and other information, Segal Waters will review it for basic reasonableness and consistency and notify the Client of any concerns. Subject to its obligations in the preceding sentence, Segal Waters may rely upon such data, materials and other information provided to it by such parties as being accurate and complete. Consultant is not required to verify or audit any data or other information so provided, nor is it liable to the City or others if such information is inaccurate, misleading or false.

4. PAYMENT TERMS

A. Basic Annual Services. Segal Waters' annual fee for providing the basic services described in Section 1 above will be \$20,000, payable in advance. Segal Waters will furnish Client with quarterly statements providing documentation of hours used (billed to the nearest quarter hour) and remaining hours available for Client use. Expenses and costs incurred by Segal Waters, including those incurred to attend on-site meetings will be invoiced to the Client separately at cost and payable within thirty (30) days of the invoice date. Routine expenses such as photocopying, telephone calls, facsimiles, mailing costs, and secretarial and word processing services are included in our fees.

B. Additional Services. Fees for mutually agreed upon additional services will be charged on a time charge basis at Segal Waters' then current hourly rates or, in some instances, may be charged on a project basis, in each case as set forth in a written instrument signed by the parties. Fees for additional services will be billed monthly in arrears unless otherwise agreed to by the parties in writing.

5. NON-APPROPRIATION

Funding for this Agreement between the Client and Segal Waters is dependent at all times upon the appropriation of funds by the organization authorized to appropriate such funds. In the event that funding to support this Agreement is not appropriated, whether in whole or in part, then the Agreement may be terminated effective the last day for which appropriated funding is available.

6. TERM OF AGREEMENT

The term of this Agreement shall commence on [INSERT COMMENCEMENT DATE] and continue in effect for a period of one (1) year. Thereafter, this Agreement may be extended for successive one (1) year periods with the parties' mutual written consent.

7. TERMINATION OF AGREEMENT

Either party may terminate this Agreement on thirty (30) days written notice to the other party. Segal Waters will continue to provide services hereunder to the effective date of any such termination and will cooperate with the Client to provide for an orderly transition of the Services to the Client at the time of any such termination. Notwithstanding the foregoing, in the event that the Client is not current in the payment of Segal Waters' invoices at the time that such notice is given, then Segal Waters may choose not to provide Services during the aforementioned thirty (30) day period. Segal Waters will render final billing to the Client after the date of any such termination, and the Client will pay the same in accordance with Section 4.

8. PROFESSIONAL STANDARDS

All Services will be performed by competent personnel with the care, skill, prudence and diligence under the circumstances that a prudent consultant would use in discharging its services and in accordance with applicable professional standards.

9. CONFIDENTIALITY

Both parties acknowledge that in the negotiation and performance of this Agreement, confidential and proprietary information of each has been and will be made available to the other. The parties agree to use reasonable efforts to maintain the confidentiality of such material, but in no event lesser than was used with like material of the receiving party and not to make any internal use of such material not required or permitted under this Agreement. Neither party will disclose the information to any third party without prior written authorization from the disclosing party. The information received by a receiving party will only be used by those of its employees, agents and consultants whose duties justify the need for access to the information provided and who have agreed to abide by the obligations of secrecy and limited use commensurate in scope with this Agreement. These obligations will apply to verbal information as well as specific portions of the information that are disclosed in writing or other tangible form and marked to indicate its confidential nature. These obligations will not apply to any of the information which:

- i) Was known to the receiving party prior to receipt under this Agreement as demonstrated by the receiving party's records; or
- ii) Was publicly known or available prior to receipt under this Agreement, or later becomes publicly known or available through no fault of the receiving party; or
- iii) Is disclosed to the receiving party without restrictions on disclosure by a third party having the legal right to disclose the same; or
- iv) Is disclosed to a third party by the disclosing party without an obligation of confidentiality, unless such information must be retained by that party for that party to fulfill its legal or agreement obligations under this Agreement; or
- v) Is independently developed by an employee, consultant, or agent of the receiving party without access to the information as received under this Agreement; or
- vi) The receiving party is obligated to produce as required by law, lawfully issued subpoena, or court order, provided that the disclosing party has been given notice thereof and if there is sufficient time, an opportunity to waive its rights to seek a protective order or other appropriate remedy.

To the extent that particular information is subject to specific statutory confidentiality requirements, the requirements of such statute, rather than this section, shall be controlling.

10. INDEPENDENT CONTRACTOR

Segal Waters is an independent contractor. No provision of this Agreement or act of the parties hereunder pursuant to this Agreement will be construed to express or imply a joint venture, partnership, or relationship other than vendor and purchaser of the services. No employee or representative of Segal Waters will at any time be deemed to be under the control or authority of the Client, or under the joint control of both parties. Segal Waters is liable for all workers' compensation premiums and liability, and federal, state and local withholding taxes or charges with respect to its employees.

11. SUBCONTRACTORS

Any subcontractors to be utilized on this project will be subject to the Client's approval.

12. NO ASSIGNMENT

This agreement may not be assigned by either of the parties without the written consent of the other party.

13. **FORCE MAJEURE**

Segal Waters will not be liable for any delay in performance or inability to perform due to force majeure, including without limitation any acts of God, acts or omissions of the Client, major equipment failures, fluctuations or non availability of electrical power or telecommunications equipment, or other conditions beyond the control of Segal Waters. If Segal Waters' performance is delayed by force majeure, Segal Waters will discuss the situation with the Client and agree upon an extended period for performance. If an event of force majeure continues for more than thirty (30) days, either party may, at its option, terminate this Agreement and any Statements of Work thereunder. Segal Waters will render a final billing to the Client after the date of any such termination, and Client will pay the same in accordance with Section 4.

14. **THIRD PARTY BENEFICIARIES**

This Agreement is for the benefit of the parties to the Agreement and does not confer any rights or privileges upon any third parties.

15. **DISPUTE RESOLUTION**

A. **Mediation.** Any disputes between the parties hereto are subject to mediation in accordance with the Judicial Arbitration and Mediation Service ("JAMS") as a condition precedent to the commencement of any legal proceeding hereunder.

B. **Waiver of Jury Trial.** Each party hereby waive any right to a trial by jury in any action, suit, or proceeding arising out of this agreement, or any other agreement or transaction between the parties.

C. **Notice.** In the event that either party believes that the other party has not complied with its obligations hereunder, such party shall send written notice of such non-compliance to the other party. In the event that such other party does not cure such non-compliance within thirty (30) days of the date of such notice, then the party sending notice may avail itself of the terms of Section 15A above.

16. **DAMAGES**

In no event, whether based on contract, indemnity, warranty, tort (including negligence), strict liability, or otherwise, will Segal Waters, or any of its respective directors, officers, employees or agents, be liable for (i) special, incidental, exemplary, punitive, consequential, or indirect damages, including without limitation lost sales, profits or revenue, or claims for such damages, (ii) any losses or damages connected with, or resulting from any software, hardware, or services provided by Segal Waters or any third party.

17. **CONFLICT OF INTEREST**

Segal Waters hereby affirms that there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a Conflict of Interest. A Conflict of Interest means that because of other activities or relationships with other persons, Segal Waters or its subcontractor is unable or potentially unable to render impartial assistance or advice to the Client, or Segal Waters' objectivity in performing the agreement work is or might be otherwise impaired.

If an actual or potential Conflict of Interest arises subsequent to the date of this agreement, Segal Waters shall make a full disclosure in writing to the Client of all relevant facts and circumstances. This disclosure shall include a description of actions that Segal Waters has taken and proposes to take to avoid, mitigate, or neutralize the action or potential conflict of interest. Segal Waters will continue performance of work under the agreement until notified by the Client of any contrary action to be taken.

18. NON-DISCRIMINATION

Segal Waters agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry or disability of a qualified individual with a disability; (b) to include a provision similar to that contained in subsection (a), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment notices setting forth the substance of this clause.

19. AUDIT OF SEGAL WATERS' FEES

Upon reasonable notice and during normal business hours, the Client reserves the right to audit or cause to be audited Segal Waters' books and accounts with respect to fees and expenses under this Agreement at any time during the term of this Agreement and for three years thereafter except for confidential or proprietary information or trade secrets of Segal Waters or any third party.

20. NOTICES

All notices, claims, and approvals given under this Agreement must be in writing and delivered in person, by first class or express mail or facsimile addressed a set forth below or such other address that a party gives by notice. Notice given in accordance with this subsection will be deemed given when received.

- A. If to the Client: [Name]
 [Title]
 [Address]
 [City, State & Zip]
- B. Copy to: [NAME]
 [TITLE]
 [Address]
 [City, State & Zip]
- C. If to Segal Waters: Consultant:
 [Name]
 [Title]
 [Address]
 [City, State & Zip]
- D. Copy to: General Counsel
 The Segal Company
 333 West 34th Street
 New York, NY 10001-2402

21. AMENDMENT OR MODIFICATION

No amendment or modification of this Agreement shall be valid or binding unless set forth in writing and duly executed by the parties hereunder.

22. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and it supersedes all prior oral or written agreements, commitments or understandings with respect to such matters.

23. SEVERABILITY

The invalidity, in whole or part, of any provision of this Agreement will not affect the remainder of that provision or this Agreement

24. WAIVER OF DEFAULT

Waiver by a party of any default by the other will not be deemed a waiver of any other default irrespective of whether such default is similar.

25. CONSTRUCTION OF LAWS AND JURISDICTION OF COURTS

This Agreement will be governed in all respects by the laws of [INSERT STATE], without regard to any conflicts of law principle, decisional law, or statutory provision, which would require or permit the application of another jurisdiction's substantive law.

26. DULY AUTHORIZED SIGNATURES

For the Client:

The undersigned, [NAME] is [TITLE] of [CLIENT COMPANY NAME] and as such has been duly authorized by the Client to sign this Agreement on behalf thereof.

For Segal Waters:

The undersigned [NAME] is [TITLE] of Segal Waters and as such is duly authorized to sign this agreement in behalf thereof, thereby binding Segal Waters to the provisions of this Agreement.

IN WITNESS THEREOF, the parties have executed this Agreement as of the date hereinabove set forth.

[CLIENT]

_____	_____
Date	By

	Witness

THE SEGAL COMPANY (WESTERN STATES), INC., DBA SEGAL WATERS

_____	_____
Date	By

	Witness



2016 COMPENSATION SURVEY

Participant Report

February 2017

City of Grand Rapids,
Michigan

 Segal Waters
Consulting

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City of Grand Rapids, Michigan
2016 Compensation Survey
Participant Report
October 2016

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SECTION IV | PAY PRACTICES

SECTION • I
SURVEY PARTICIPANTS

**CITY OF GRAND RAPIDS, MI
2016 SALARY SURVEY PARTICIPANTS**

Organization	Contact Name	Contact Title	Contact Phone Number	Contact Email Address
City of Akron, OH	Stacy Doty	Personnel Officer	330.375.2720	Sdoty@akronohio.gov
City of Ann Arbor, MI	Ashley Walicki	Compensation Supervisor	734.794.6120	awalicki@a2gov.org
City of Battle Creek, MI	Jennifer Rosa	Assistant HR Manager	269.966.3377	jrosa@battlecreekmi.gov
City of Des Moines, IA	James Wells	Human Resources Director	515.283.4213	JRWells@dmgov.org
City of Lansing, MI	Lisa Thelen	Employee Payroll/Benefits Administrator	517.483.4014	lisa.thelen@lansingmi.gov
City of Madison, WI	Mike Lipski	HR Services Manager	608.266.4615	mlipski@cityofmadison.com
City of Rockford, IL	Brittany Krutz	HR Coordinator	779.348.7405	Brittany.Krutz@rockfordil.gov
City of Warren, MI	Brittany Dallas	Human Resources Technician	586.574.4656	bdallas@cityofwarren.org
Ingham County, MI	Joan Clous	Human Resources Specialist	517.887.4374	jclous@ingham.org

SECTION • II
SURVEY JOB CODES, TITLES AND
SUMMARIES

**CITY OF GRAND RAPIDS
2016 SALARY SURVEY JOB SUMMARIES**

Job #	Job Title	Job Summary
1	311 Customer Service Representative	Receives, screens, and responds to customer service needs as part of the 311 Customer Service Center, handling non-emergency, technical communications and administrative services related to the operations of the 311 Customer Service Center. Provides thorough, complex, and accurate information regarding services and procedures while responding to a variety of municipal questions. Acts as an intermediary between the customer, department and agency staff. Resolves customer complaints related to service request. Minimum Requirements: High School diploma and two (2) years of related progressive work experience of which one (1) year of experience in call center or dispatch operations is preferred; or any equivalent combination of training and experience.
2	Accountant I	Maintains, monitors, reconciles, analyzes, invoices and evaluates accounting records for reporting purposes including year end. Identifies areas that need corrections or adjustments and make the necessary entries, including procedures and internal controls. Manages and reports information to other Governmental units (local, state) and the general public. Minimum Requirements: Bachelor's degree in accounting or business administration and two (2) years of professional accounting experience; or any equivalent combination of training and experience.
3	Accounts Payable Supervisor	Supervises and coordinates the activities of the Accounts Payable function. Develops and implements accounts payable processes, procedures and best practices. Monitors the compliance of policies and procedures related to accounts payable, maintains financial records, and reviews and audits payments and encumbrances. Oversees the financial software and provides support to users, as well as resolves escalated issues, including invoicing discrepancies. Minimum Requirements: Bachelor's degree in accounting or related field and three (3) years of accounts payable experience, including supervisory experience; or any equivalent combination of training and experience.
4	Administrative Analyst I	Provides professional level administrative support services to a department head or other administrative position. Works as staff liaison to the various departmental divisions and programs, outside agencies and the media. In some instances, this position will have supervisory responsibility. Minimum Requirements: Bachelor's degree in business or public administration, government or related field and two to four (2-4) years of progressively responsible professional experience in public sector management, preferably in local government; or any equivalent combination of training and experience.

**CITY OF GRAND RAPIDS
2016 SALARY SURVEY JOB SUMMARIES**

Job #	Job Title	Job Summary
5	Administrative Analyst II	Oversees and coordinates special programs and assists with executive policies and initiatives. Conducts analytical and organizational studies, and researches other projects as directed. Minimum Requirements: Bachelor's degree in business administration, public administration, or a related field and three to five (3-5) years of experience in program and project development and implementation; or, any equivalent combination of training and experience.
6	Administrative Secretary	Performs varied complex clerical/administrative duties. Work involves typing letters, reports, and a variety of documents and forms, maintaining records systems, greeting the public and carrying out various related information processes. May serve as a lead worker over other clerical positions. Minimum Requirements: High School diploma and three (3) years of experience in general clerical or office work; or an equivalent combination of training and experience.
7	Administrative Services Officer II	Plans, directs, and supervises the activities and operations of assigned area, ensures staff has adequate knowledge and support of procedures and requirements to properly administer various codes consistently while employing excellent customer service. Provides a safe, encouraging environment with a compatible work force that works together to solve problems in assigned area. Responsible for the development, implementation, investigation, education and counseling of matters involving diversity and inclusion in workforce diversity, supplier diversity and community diversity for the City. Interacts with other departments on financial matters and assures correctness of financial transactions. Minimum Requirements: Bachelor's degree in accounting, business administration, public administration, or a related field and five (5) years of accounting and human service administrative experience, including one year of supervision; or any equivalent combination of training and experience.
8	Administrator - Office Children Youth Families	Provides leadership and direction in advancing a children's agenda for the City and the public schools through policy, partnerships, and programs. Facilitates collaboration between the City and the Grand Rapids Public Schools to improve the well-being of children. Minimum Requirements: Bachelor's degree in social work, education, public policy, public administration, or a related field and five to seven (5-7) years of experience in children and youth policy, practice, development, implementation, and grant writing; or, any equivalent combination of training and experience.

**CITY OF GRAND RAPIDS
2016 SALARY SURVEY JOB SUMMARIES**

Job #	Job Title	Job Summary
9	Assistant City Attorney II	Provides full range of legal services and counsel for the City, including legal advice to City Officials and departments, boards and commissions in administrative and quasi-judicial proceedings. Conducts pre-trial conferences and negotiates plea agreements, interacts with court and judges on pending matters, attends and conducts formal hearings, and juvenile pre-trials. Consults with outside agencies on matters of city ordinance enforcement. Provides services related to the Freedom of Information Act, litigation, and municipal affairs. Minimum Requirements: Juris Doctorate and three (3) years of experience at all levels of early litigation, including discovery through dispositive motions; performs legal research and drafts legal documents and effective, attorney-level communications, and reviews documents for litigation purposes; or any equivalent combination of training and experience.
10	Assistant Planning Director	Assists the Planning Director in the administration of the City Planning Department. Executes project management of long range planning and project-specific implementation efforts that require extensive community engagement and collaboration. Minimum Requirements: Bachelor's degree in public administration, planning, architecture, or a related field and five to seven (5-7) years of City planning, project coordination, zoning administration and supervisory experience; or, any combination of equivalent training or experience.
11	Battalion Fire Chief	Plans, organizes, manages, and supervises the personnel, stations, equipment, and emergencies for their assigned battalions and shifts, and directly supervise Fire Captains. Commands and directs emergency scenes. Assists in determining Department short term and long-range goals and objectives. Programs management and budgeting including other duties as assigned by Deputy Fire Chief and/or Fire Chief. Minimum Requirements: Associate's degree in Fire Science and 2 years experience as a Fire Captain and/or Fire Captain - Training; or any equivalent combination of training and experience.
12	Building Inspector II	Leads work involving the inspection of new and remodeling construction with established building codes. Inspects complicated institutional and commercial projects. Performs and maintains safe guard of the public health, safety and general welfare through the state building codes. Leads, trains, advises, and assists workers with questions and major projects. Minimum Requirements: High School diploma and six (6) years of experience in the building construction trade, including two (2) years of code enforcement work; or any equivalent combination of training and experience.

**CITY OF GRAND RAPIDS
2016 SALARY SURVEY JOB SUMMARIES**

Job #	Job Title	Job Summary
13	Business Developer	Assists, guides and directs SBEs, including MBEs, WBEs, VOSBs and Micro-LBEs; manages and develops supplier diversity program; assists Administrative Services Officer II with developing, implementing and monitoring diversity programs and training with the City organization and interaction with the community (citizens, businesses and organizations). Minimum Requirements: Bachelor's degree in business administration, public administration, urban planning, or a related field and three years of professional experience involving economic program development; or any equivalent combination of training and experience.
14	Cashier I	Receives and processes payments from walk in customers, mail, and department bags. Prepares and balances drawer of daily cash deposit for the bank. Responds to customer's inquiries and complaints referring them to the appropriate department if necessary. Minimum Requirements: High School diploma and less than one (1) year experience in processing and accounting for large sums of money; or any equivalent combination of training and experience.
15	City Attorney	Oversees and guides the City's legal affairs and is responsible for general supervision of all legal functions handled by the City's Law Department. Performs research work, investigations, gives legal opinions and advice to the City Commission, the City Manager and others in the organization, prepares and presents cases in court on behalf of the City. Minimum Requirements: Graduation from law school, and ten (10) years as a practicing attorney, of which five years must be in municipal law work.
16	City Clerk	Supervises clerical functions in the City Clerk's Office. Oversees and guides the elections process. Assigns and coordinates work of a large clerical staff, and assuring that work is completed according to established standards. Minimum Requirements: Possession of a bachelor's degree in public or business administration and three (3) years of office management experience, including considerable supervisory experience; or any equivalent combination of training and experience.

**CITY OF GRAND RAPIDS
2016 SALARY SURVEY JOB SUMMARIES**

Job #	Job Title	Job Summary
17	City Engineer	Leads the Engineering Department and performs the duties of the City Engineer. Maintains a fiscally sustainable business unit and support direct reports so they have the means and methods to manage and deliver projects within scope, schedule, and budget. Orchestrates the City's Asset Management Plan, develops and implements the Capital Improvement Plan, and minimizes the potential risk and exposure to the City as a result of capital infrastructure. Minimum Requirements: Bachelor's degree in civil engineering and seven to nine (7-9) years of experience in the practice of civil engineering with a focus on structural or transportation engineering, including responsibility for planning, directing and supervising public works engineering projects; or any equivalent combination of training and experience.
18	City Manager	The Chief Administrative Officer of the City; assumes full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of the City including public safety, community development, administrative services, operations and maintenance, parks, recreation, facilities, and administration; provides policy guidance to and coordinates the activities of management staff; facilitates the development and implementation of long and short range plans, policies, goals, objectives, and programs to provide the City with technical and administrative direction in meeting and maintaining City services standards; ensures public services are delivered in an efficient and effective manner; and provides highly complex administrative support to the City Council including implementation of policy decisions made by the City Council. Minimum Requirements: A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or related field. Ten (10) years of progressively responsible experience in municipal government including five (5) years as a department head or Assistant City Manager.
19	City Purchasing Agent	Serves as the principal public procurement officer for the City and is responsible for the procurement of all goods and services for the organization in accordance with applicable federal, state and local laws, ordinances, rules and regulations. Has signature authority to enter the City into contracts. Plans, manages, coordinates and organizes the procurement activities including providing professional support and sound contractual advice to all stakeholders. Minimum Requirements: Bachelor's degree in business administration, accounting, or closely related field, and seven (7) years of progressively responsible experience in public procurement, including supervisory experience; or any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
20	City Treasurer	Directs and manages all the City's tax collection functions. Oversees the accounting and revenue treasury intake activities as well as develops, recommends, and implements treasury policies on behalf of the City. Minimum Requirements: Bachelor's degree in accounting, business administration, finance, or a closely related field supplemented by advanced course work in public finance, and five to seven (5-7) years of professional finance experience in municipal government, including supervisory experience; or any equivalent combination of training and experience.
21	Civil Engineer I	Oversees and provides project documentation record keeping for road utility projects. Prepares financial calculations for pay estimates for contractor payment. Provides design engineer a complete set of construction documents. Administers field inspection of road construction projects including supervising contractors. Minimum Requirements: Bachelor's degree in civil engineering and two (2) years experience; or an equivalent combination of training and experience
22	Clerk of the Court	Supervises the overall operation and performance of the clerk of the court's office. Reviews, adjusts, and improves court processes and procedures to ensure compliance with court rules and state statutes; responds to inquiries from staff, the public, the bench, and local bar; and generates and prepares daily, monthly, and quarterly reports as requested by the State Court Administrative Office. Minimum Requirements: Bachelor's degree in criminal justice, business administration, public administration, or a related field and five to seven (5-7) years of progressively more responsible work experience in a trial court working with complex case or financial documents of records, including a minimum of two full years of recent experience in a supervisory position; or, any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
23	Code Compliance Supervisor	Supervises the enforcement of the City's Zoning, Nuisance, Property Maintenance and Building Maintenance Codes. Provides presentations to community organizations, city commissioners, citizen groups, non-profit agencies, and other government entities. Provides training and guidance to code compliance staff. Supervises city vendors, contractors, seasonal staff, university interns, housing appeals board, makes proposed code changes, monitors and participates in state wide legislative proposals. Resolves extremely difficult cases and serves on state board association and chairs the Grand Rapids Area Housing Task Force. Minimum Requirements: Associate's degree in related field and four (4) years of progressively responsible experience in housing-related programs, administration, or code enforcement including one year of supervisory experience; or any equivalent combination of training and experience.
24	Court Administrator/ Clerk	Provides management authority and responsibility for the non-judicial components of the Court. Provides strategic direction, program and budget setting, and overall supervision for all court departments and activities. Minimum Requirements: Bachelors Degree in criminal justice, business administration, public administration, or a related field and three to five (3-5) years of experience in managing large complex criminal justice/judicial organizations.
25	Custodian	Provides manual work in the care, cleaning, maintenance, and snow removal of all parking structures, as well as, surface lots owned by The City of Grand Rapids and two parking structures owned by other entities. Performs safe maintenance and operation of heavy equipment, inventory, maintain, and order parts and supplies. Minimum Requirements: High School diploma and one (1) year of experience in cleaning buildings; or any equivalent combination of training and experience.
26	Debt and Authority Finance Officer	Manages the City's debt portfolio and the issuance of City debt. Provides fiduciary oversight and control for the City's various authorities. Supports special financial, economic development, and organizational initiatives as needed or required. Minimum Requirements: Bachelor's degree in business administration, public administration, economics, finance, accounting, or a related field and five (5) years of progressively responsible professional experience in governmental accounting experience and direct experience working with boards and commissions, including working with financial auditors and preparing government financial statements, budgets, financial rate analysis, and fiscal and administrative analysis; or any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
27	Deputy Chief Financial Officer	Plans, directs, oversees, provides overall financial planning, analysis, direction and oversight throughout the organization. Provides general oversight, guidance and direction for the annual budget preparation process. Provides direction and oversight to the City Manager and City Commission over a wide range of diverse topics. Manages several diverse departments including Income Tax, Assessing, Purchasing and the Budget Office. Works under the general guidelines of the Chief Financial Officer and the City Manager. Serves in the Chief Financial Officer role in his/her absence. Minimum Requirements: Bachelor's in finance, business, accounting, public administration, or a related field and seven (7) years progressively more responsible experience in local government finances, such as pension, health care, actuarial, benefits, financial planning, forecasting; or any equivalent combination of training and experience.
28	Deputy City Manager	Leads operational service groups of the City with budgets, ensures achievement of complex economic development outcomes, leads strategic and legislative/policy initiatives of the City, assists with the transformation of the City organization, assists with preparation of the annual Fiscal Plan, and assists with labor negotiations. Minimum Requirements: Master's degree in public administration, business administration, accounting, or a related field and eight to ten (8-10) years of progressive responsibility managing the finances of a major governmental organization, along with the ability to manage intergovernmental relations with surrounding communities and a demonstrated ability to understand the many facets of complex issues; or, any equivalent combination of training and experience.
29	Deputy Court Clerk	Performs a variety of advanced and technical clerical functions. Responds to requests for information and clarification of procedures from attorneys, the public, court staff, and other city employees. Processes accurate and expeditious civil and criminal court documents and forms is required. Minimum Requirements: High school diploma, 35 WPM and one (1) year clerical experience in a court or closely related operation, or any equivalent combination of training and experience.
30	Deputy Fire Chief	Performs fire protection and managerial work involving the prevention, suppression of fires and medicals calls for assistance. Serves as a director of the Fire Department and directly or indirectly supervises all positions within the department. Responsible for financial systems that the city uses on a consistent basis. Supervises and leads the personnel within the department. Minimum Requirements: Bachelor's degree in fire science or related field, and three (3) years experience as a district fire chief; or any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
31	Deputy Police Chief	Oversees all operations related to the Police Department, including meetings, functions, and activities, such as research and planning, financial services, crime analysis, IT, facilities management, fleet management, property management, traffic unit, records unit, training unit, grant management, Detective Unit, Vice Unit, Forensic Services Unit, Dispatch and Emergency Management. Oversees outreach programming such as Youth Police Academies, Youth Explorer Programs, and Police Intern Program. Assist the Police Chief as needed and acts as the Police Chief in his absence. Represents the Department at various functions, meetings, and activities. Acts as media spokesperson for the Police Department and provides administrative oversight to Patrol and Teams. Minimum Requirements: Bachelor's degree in criminal justice or related field and seven (7) years of progressively responsible experience in police management; or any equivalent combination of training and experience.
32	Director of Facilities and Fleet Management	Manages and directs the overall activities and operations of the Facilities and Fleet Management Department. Repairs and replaces City-owned assets such as buildings and grounds, motor vehicles, heavy equipment, off-road equipment and miscellaneous related equipment. Oversees the activities of the vehicle impound and storage operations and surplus asset disposition for the organization. Minimum Requirements: Bachelor's degree in engineering, facilities management, construction management, or a related field and seven to nine (7-9) years of progressively responsible experience in facility and fleet maintenance and repair work and administration of public works activities, including supervisory experience; or any equivalent combination of training and experience.
33	Director of Information Technology	Provides strategic and administrative oversight for the continued operation and development of the City's management information and telecommunications systems, including strategic planning, coordination, procurement, and assignment of subordinate professional employees and contractors. Minimum Requirements: Bachelor's degree in information technology, computer science, business administration, public administration, or related field and seven to nine (7-9) years of managerial experience in a field related to information technology; or, any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
34	Director of Parks and Recreation	Plans, organizes, coordinates, directs administration, operations, and maintenance of the City's park system, recreational programming, forestry, cemeteries and special events office. Oversees and manages the entire department's distinct division's professional staff and subordinate staff. Minimum Requirements: Bachelor's degree in parks and recreation management, business administration, public administration, or a related field and seven to nine (7-9) years of experience in parks management and public recreation programs, including supervisory or managerial experience; or any equivalent combination of training and experience.
35	Elections Specialist	Maintains the City's voter registration file and assists in administer elections. Processes passport applications. Minimum Requirements: High School diploma and less than one to three (1-3) years of experience; or any equivalent combination of training and experience.
36	Electrical Inspector II	Performs electrical inspections, plans review, design and administers electrical exams as a licensing authority, to answer questions from office staff, subordinates, contractors and general public. Minimum Requirements: High School diploma, electrical journeyman license, and six (6) years of progressively responsible experience in the electrical trade including two years supervisory or code enforcement experience; or any equivalent combination of training and experience.
37	Electrician II	Installs, services, repairs, and maintains electrical infrastructure in the Water Distribution and Waste Water collection and treatment systems. Assists contractors on larger contracted out projects. Minimum Requirements: High School diploma and six (6) years of experience in the maintenance and repair of electrical systems and devices; or any equivalent combination of training and experience.
38	Electronics Technician	Installs, maintains, and repairs public safety communications, electronics, computers and video systems. Minimum Requirements: High School diploma and four (4) years of experience in radio and electronic installation, maintenance and repair work, or any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
39	Emergency Communications Operator II	Manages calls of service for the public and provides emergency services (police/ambulance/fire). Corresponds to emergency and non emergency phone calls, processes file checks for officers and provides information to officers by monitoring their locations. Minimum Requirements: High School diploma and two (2) years of experience in two-way communication equipment and/or computer terminals; including experience in police and fire service emergency communications operations; or an equivalent combination of training and experience.
40	Employee Benefits Manager	Manages the benefits division of the Human Resources Department, including insurance services, retirement plan, defined contribution retiree health savings accounts, health insurance funding, the section 125 program, payroll processing, the 457 plan, premium sharing, health insurance opt-out, supervising the benefits and insurance services office, Medicare trust fund, and compliance with the Affordable Care Act. Minimum Requirements: Bachelor's degree in business management, public administration, or a related field and five to seven (5-7) years of experience in employee benefit administration or business management, including supervisory experience; or an equivalent combination of training and experience.
41	Engineering Assistant I	Performs a variety of engineering support tasks. May serve as a lead worker over a crew and gives guidance to less experienced employees. Minimum Requirements: Graduation from high school and four (4) years of experience in surveying, drafting, construction inspection or related work.
42	Environmental Assessment Supervisor	Oversees and directs the Industrial Pretreatment Program, Laboratory Analysis for the Water Resource Recovery Facility (WRRF) operation, protection, and compliance, as well as acts as administrator of the Air Pollution Monitoring Contract with the Michigan Department of Environmental Quality. Minimum Requirements: Bachelor's degree in chemistry, biology, environmental science, or a related field and five (5) years of progressively responsible experience in using approved methods for analyzing air, water, wastewater, bio solids, and other substances, and previous management experience; or, any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
43	Environmental Services Manager	Provides leadership and services dedicated to protecting the environment, public health and welfare. Responsible for the City's Wastewater and Storm water Infrastructure operation and maintenance. Ensures the City's compliance with regulatory requirements and implements policy as stated by the City Commission. Investigates safety issues, accidents, near misses and complaints and take appropriate action. Implements the minimum control measures for storm water and ensures a compliant effluent from the wastewater plant. Develops and manages the budget. Minimum Requirements: Bachelor's degree in biology, chemistry, environmental science, public administration, or a related field and five to seven (5-7) years of progressively more responsible experience in public administration, utilities or environmental management, including supervisory or managerial experience; or, any equivalent combination of training or experience.
44	Equipment Operator II	Operates heavy and medium equipment in road maintenance. Performs various laboring and semi- skilled tasks. Provides guidance and leadership to less experienced Equipment Operators. Minimum Requirements: High School diploma and two (2) years of experience in the operation of light and medium motorized equipment; or any equivalent combination of training and experience
45	Facilities Maintenance Superintendent	Manages all operational aspects and life cycle planning of city owned facilities using multi-disciplinary fields, resources, services, skilled trades, people, supplies, equipment, technologies, business practices and procedures to ensure optimal functioning facilities. Provides an efficient, sustainable, safe, and cost effective working environment which supports and enhances the effectiveness of the City's core operations and activities. Minimum Requirements: High School diploma and five to seven (5-7) years of experience in the maintenance and repair work; and five years of progressive supervisory experience in facilities management; or an equivalent combination of training and experience.
46	Facilities Maintenance Technician	Provides essential electrical services for city facilities and occupants. Installs, troubleshoots, repairs, and maintains automated, computerized, electrical and electronic systems and equipment. Utilizes advanced techniques and testing methods to diagnose faults and make the necessary repairs. Minimum Requirements: High School diploma and three (3) years of experience in the installation, maintenance, and repair of computer controlled automated electrical/electronic systems and devices; or any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
47	Financial Analyst	Collects, compiles, analyzes, and reports information on technical, demographic, and financial data of the City to serve as a basis for reporting, rate setting, monitoring or other financial analyses. Compiles, analyzes and reports financial information to help produce and maintain forecasts of the industry and economic conditions and present illustrations of this information through spreadsheets, charts and graphs. Provides visual management and transparent reporting for the utilization of the funds, prepares and presents to various boards and authorities on the success of investments based upon the determined metrics. Minimum Requirements: Bachelors degree in finance, accounting, or a related field and two to four (2-4) years of experience conducting financial analysis, preparing financial statements, cost accounting, revenue rate setting, statistical analysis, preparing journal entries, or related activities; or any equivalent combination of training and experience. Some positions may supervise lower level positions.
48	Financial Assistant II	Performs clerical and paraprofessional accounting and other financial transactions work involving the preparation, maintenance and review of financial and/or related records or documents. The work requires understanding of highly complex processes and/or complex policies, rules and regulations. Provides guidance and leadership to less experienced Financial Assistants. Minimum Requirements: High School diploma and four (4) years of experience in bookkeeping or field related to financial transactions; or any equivalent combination of training and experience.
49	Fire Captain	Command: Supervises fire company in emergency and non-emergency situations and provides direction to the fire companies that are on the alternate shifts at each station. Oversees the maintenance and upkeep of the city building, various fire apparatus, and all of the inventory of the building and apparatus. Fleet/Facility: Schedules and coordinates repairs and services for Fire Department vehicles, Fire Stations, and other assets. Manages the Fire Department Apparatus Reset Plan and the Fire Department Building Asset Management plans. Purchases needed goods and services to keep Fire Department assets in an operational state. Training: Delivers training to the members of the Grand Rapids Fire Department as part of the Training Division. Supervises the two Training Lieutenants. Assists the Training Chief with the operation of the Training Division. Minimum Requirements: High School diploma and four (4) years of experience, including two (2) years as a Lieutenant; or any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
50	Fire Chief	Plans, organizes, prioritizes, and directs the activities of the department; assures the total operational effectiveness of the department. Establishes and implements operational policies, goals and objectives for the department. Prepares and presents the annual departmental budget. Maintains records and prepares reports on a variety of subjects. Evaluates the work of the deputy chief, battalion chiefs and other staff; identifies training needs; provides counseling as needed. Minimum Requirements: Bachelor's degree in fire administration or related field and five (5) years progressively responsible management experience in the fire service; or any equivalent combination of training and experience.
51	Fire Equipment Operator	Responsible for driving the fire apparatus to emergencies and the operation of pumpers, ladder trucks and other specialized equipment under emergency conditions. Responsible for routine maintenance and minor repair of assigned apparatus. Assists fire prevention inspection work, operation of hydrants or general firefighting work. Minimum Requirements: High School diploma and two (2) years experience as a Firefighter; or any equivalent combination of training and experience.
52	Fire Lieutenant	Directs firefighters and Fire Equipment Operators in an assigned company. Minimum Requirements: High School diploma and three (3) years of experience; or any equivalent combination of training and experience.
53	Fire Marshal	Oversees all functions within the fire department that are associated with the prevention of fire, which include Fire Prevention, Public Education, and Fire Investigation activities. Participates as an executive staff member to the Fire Chief and interfaces with other agencies and organizations, both public and private, on fire prevention issues. Minimum Requirements: Associate's degree in Fire Science and two (2) years experience as a Fire Captain and/or Fire Captain - Training; or any equivalent combination of training and experience.
54	Firefighter	Responsible for specialized firefighting duties under emergency conditions which may involve personal hazard. Requires a thorough individual understanding of firefighting methods gained by training and experience. Participates in training and routine work in the maintenance of firefighting equipment, apparatus and living quarters. Inspects commercial and industrial buildings and safety inspections and smoke detector installation for residences. Minimum Requirements: High School diploma and no experience necessary.

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Job #	Job Title	Job Summary
55	Groundskeeper I	Maintains and improves designated parks grounds including cleaning and addressing safety concerns. Assists in cleaning the parks and cemeteries sidewalks for seasonal snow removal. Minimum Requirements: High School diploma and one (1) year of experience in grounds keeping activities, especially on cemetery grounds; or any equivalent combination of training and experience.
56	Heavy Equipment Mechanic	Performs preventive maintenance, inspection and repairs to heavy equipment with a variety of gasoline and diesel engines. Responsible for preparing work orders and the requisition of parts and equipment for repair. Minimum Requirements: High School diploma, with training in automotive/heavy equipment/light equipment, gasoline or diesel engine repairs, with two (2) years of experience performing automotive/heavy equipment/small engine mechanical repair and maintenance; and/or state certificates or any equivalent combination of training and experience.
57	Human Resources Analyst	Recruits and selects employees for vacant positions within the City of Grand Rapids. Administers Civil Service examinations. Coordinates both internal and external selection processes. Conducts classification reviews, recommends placement of positions and salary. Provides, advises, and counsels managers regarding staffing plans, structure and needs. Minimum Requirements: Bachelor's degree in business or public administration, liberal arts or related field and two to four (2-4) years of progressively responsible professional experience in public personnel management; or any equivalent combination of training and experience.
58	Income Tax Administrator	Administers and interprets the City of Grand Rapids' Income Tax Ordinance and staff in an effective and efficient manner. Understands the federal and state Income tax laws and how they affect the local income tax. Develops tax forms, policies, and procedures for the collection of Income tax. Works on legislation changes and recommendations. Creates tax forms and works with Income Tax software developers on developing a tax form that complies with the Grand Rapids and Common Form specifications. Minimum Requirements: Bachelor's degree in public administration, business administration, accounting, or a related field and seven (7) years of experience as an income tax administrator or supervisor, which includes administrative responsibilities and experience with Federal, State, and local income tax laws; or any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
59	Information Systems Coordinator	Manages projects and technology systems to perform assessments, deduct metrics about performance, evaluate trends and mitigate risks to avoid potential problems by determining and implementing system/process improvements. Possesses knowledge of departmental processes, workflow and comprehensive knowledge of departmentally developed information systems and systems infrastructure is required. Some positions may supervise. Minimum Requirements: Bachelor's degree in information technology, business administration, public administration, or related field and three to five (3-5) years of progressively responsible professional experience in information technology systems or a related field, including one year of supervision; or, any equivalent combination of training and experience.
60	Journey Signal Technician	Oversees the functions of the traffic signal electronics department and the employees working within. Ensures efficient functionality within a department that requires a diverse and unique range of skills and satisfies an equally diverse customer base. Provides a working scope which includes full knowledge and proficiency. Minimum Requirements: Associate's degree in electricity and electronics and special training in control equipment maintenance and repair, and four (4) years of experience in working on computerized traffic signal systems, including one (1) year of supervisory experience; or any equivalent combination of training and experience.
61	Journeyman Line Worker	Constructs, maintains, upgrades, and repairs overhead and underground traffic signal intersections, using heavy equipment. Maintains communication and fiber optic networks, and read blueprints. Minimum Requirements: High School diploma with courses in electricity or related work. Must hold a valid Electrical Journeyman license, and three (3) years of experience in line maintenance and construction; or any equivalent combination of training and experience.
62	Labor Relations Manager	Provides advanced professional leadership and supervision of labor relations services for the city. Minimum Requirements: Bachelor's degree in business administration, public administration, economics, or a related field and five to seven(5-7) years of progressively responsible professional experience in labor relations and collective bargaining, including supervisory experience and experience as chief spokesperson in collective bargaining; or any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
63	Legal Secretary II	Supports City Attorney office's legal activities, including managing court calendars, case logs, creating reports and docketing. Responsible for electronic filing, claims management, customer service, FOIA log maintenance. Processes and monitors GP/FM and restitution claims on behalf of the City. Guides, manages, and trains other legal secretary staff as well as help others in the office with computer/it related challenges. Minimum Requirements: High School diploma and five (5) years of experience in responsible legal clerical and secretarial work; or any equivalent combination of training and experience.
64	Light Equipment Mechanic	Performs preventive maintenance, inspection and repairs to a variety of types of automotive, medium and light motor equipment with a variety of gasoline and diesel engines. Responsible for preparing work orders and the requisition of parts and equipment for repair. Minimum Requirements: High School diploma, with training in automotive/heavy equipment/light equipment, gasoline or diesel engine repairs, with two (2) years of experience performing automotive/heavy equipment/small engine mechanical repair and maintenance; and/or state certificates or any equivalent combination of training and experience.
65	Lineworker II	Constructs, maintains, upgrades, and repairs overhead and underground traffic signal intersections, using heavy equipment. Maintains communication and fiber optic networks, and read blueprints. Minimum Requirements: High School diploma with courses in electricity or related work. Must hold a valid Electrical Journeyman license, and three (3) years of experience in line maintenance and construction; or any equivalent combination of training and experience.
66	Managing Director	Oversees the Planning Department, Development Center, Planning Commission, Board of Zoning Appeals and Historic Preservation Commission. Responsible for long-range planning, land development activities, community engagement, policy initiatives, and design decisions in the public and private realms. Leads community based design and place making teams and manages complex local, regional and state-wide external relationships. Minimum Requirements: Master's degree in planning, public administration, Juris Doctorate, or a related field and seven to nine (7-9) years of experience in planning and directing major programs of local public services; or any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
67	Mechanical Inspector I	Ensures mechanical equipment for new installations, remodels, replacements or repairs are installed according to current code and local ordinances by coordinating with contractors, owners and tenants mechanical inspections. Minimum Requirements: High School diploma, four (4) years of experience and possession of a mechanical license for not less than 1 year in 3 or more categories 1, 2, 4 or 9 as defined in 1984 PA 192, MCL 338.971 to MCL 338.988 also known as the Forbes Mechanical Contractors Act.
68	Office Assistant II	Performs highly varied general office and clerical work. Work involves performing a variety of duties in which set sequences of guidelines or procedures are applied to the processing of data, forms and records and the typing of such material. Minimum Requirements: High School diploma and one (1) year of experience in general clerical or office work; or an equivalent combination of training and experience.
69	Parking Facility Supervisor	Maintains and oversees all facilities of the Parking Department. Directs and manages cleaning, maintenance, repair, replacement, and development of new construction of parking ramps and surface lots. Oversees the recruiting and hiring of full, temporary, and part time department staff. Utilizes city employees, outside contractors, consultants and engineering firms and working with other city departments as needed to accomplish these goals. Minimum Requirements: Associate's degree in management or accounting and four (4) years experience in managing multi-unit revenue-generating facilities for public use (preferably in parking operations, maintenance, and safety) with at least one (1) year in a supervisory capacity; or any equivalent combination of training and experience.
70	Parking Meter Operations Supervisor	Supervises and plans the day-to-day activities of the City's parking enforcement and parking meter operations activities/programs. Administers an Agreement with the Interurban Transit Partnership for service, drivers and maintenance for the DASH bus shuttle service. Administers and controls the budget for these activities. Minimum Requirements: Associate's degree in management or accounting and four (4) years experience in managing multi-unit revenue-generating facilities for public use (preferably in parking operations, maintenance, and safety) with at least one (1) year in a supervisory capacity; or any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
71	Parking Violations Checker	Enforces parking ordinances of parked vehicles on/off street in the City Of Grand Rapids. Minimum Requirements: High School diploma; or any equivalent combination of training and experience.
72	Payroll Supervisor	Processes all aspects of payroll including bi-weekly processes, monthly, quarterly reporting and W-2 processing. Assists and educates payroll personnel and employees with any questions regarding processing or understanding payroll. Processes verification of employment requests and garnishments. Minimum Requirements: Associate's degree in business administration, accounting or related field and two (2) years of payroll experience, including supervisory experience; or any equivalent combination of training and experience.
73	Planner II	Assists the public at counter and over the phone to interpret and administer the zoning ordinance. Works with developers and prepares cases for review by the Planning Commission. Performs various outreach efforts regarding planning and zoning, and other tasks as necessary. Minimum Requirements: Bachelor's degree in city planning, public administration, architecture or closely related field and some related work experience which may be satisfied through the completion of an internship, or directly related project; or any equivalent combination of training and experience.
74	Plumbing Inspector II	Manages inspections and re-inspections of commercial, industrial and multi-family residential facilities. Tracks the testing of backflow preventers. Provides education classes, submission of Annual Cross Connection Control Report. Provides input for annual review of subordinate plumbing inspector and additional duties as assigned. Minimum Requirements: High School diploma, plumbing journeyman license, and six (6) years of progressively responsible experience in the plumbing trade including two (2) years supervisory or code enforcement experience; or any equivalent combination of training and experience.

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Job #	Job Title	Job Summary
75	Police Captain	Command: Supervises and leads officers and sergeants under our command. Provides neighborhood, business, and resident issues through community and proactive policing. Provides effective police services through deployment of officers and specific assignments with the goal of reducing crime. Administrative: Provides services for all non-patrol and non-enforcement aspects of the police department. Supports services encompasses the emergency dispatch center, budget, purchasing, Information technology, fleet (patrol and non-patrol vehicles), records unit, traffic Unit, property management unit, and radio service technicians. Minimum Requirements: Bachelor's degree in criminal justice or related field and two (2) years as a Police Lieutenant; or an equivalent combination of training and experience.
76	Police Chief	Directs all aspects of police work involving the prevention, detection, and investigation of criminal acts, the apprehension and arrest of law violators, and the safeguarding of lives and property. Minimum Requirements: Bachelor's degree in criminal justice or related field and ten (10) years of progressively responsible experience in police management; or any equivalent combination of training and experience.
77	Police Lieutenant	Command: Commands, directs, and reviews the activities of sworn police and civilian personnel (police officers, police sergeants, dispatchers, dispatch supervisors, interns and etc.) throughout assigned shifts. Special Events: Develops operational plans for all city related Special Events. Schedules officers to staff the events, first line supervision of events, and meets with event organizers and other city departments to determine their needs to ensure the safest. Minimum Requirements: High School diploma and two (2) years as a Police Sergeant; or an equivalent combination of training and experience.

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Job #	Job Title	Job Summary
78	Police Officer	Provides police services to the general public, patrols city streets to provide protection of its citizens. Enforces city ordinances and state laws. Offers professional police presence where needed and requested. Interviews complaints, suspects, and witnesses to criminal activity. Testifies in criminal, civil, or administrative court cases when required. Community Policing: Serves and protects life and property of those within the city limits of Grand Rapids. Enforces laws and ordinances. Works with citizens to address problems and improves police and community relations. Tactical: Performs tactical operations throughout the city. Responsible for Patrol Officer duties in any capacity needed or requested throughout the City, which includes special events, foot, bike, uniformed or plainclothes, and Segway patrols. Minimum Requirements: High School diploma and no experience necessary.
79	Police Sergeant	Supervises police officers assigned as detectives to the Detective Unit. Investigates crime within the City of Grand Rapids. Reviews, assigns, and supervises personnel investigating all criminal investigations. Supervises and manages assigned investigations. Monitors the progress of cases as they are investigated, until concluded in the court system. Manages case loads and be cognizant of the intricate cases, court schedules, training, and scheduled vacations. Verifies and reviews the detail and accuracy of the reports. Assists in maintaining case jacket files and are responsible for the disposition of evidence and other seized property. Minimum Requirements: High School diploma and two (2) years as a Police Officer; or an equivalent combination of training and experience.
80	Predictive Maintenance Technician	Predicts potential failure and provide written recommendations to maintenance for repair. Utilizes appropriate vibration, and oil analysis test methods to diagnose system faults. Operates machinery as necessary to acquire data and identify equipment in need of further analysis. Assesses equipment condition and prepares reports recommending repair and findings after repair including cost savings achieved thru repair. Minimum Requirements: High School diploma and two (2) years of progressively responsible experienced in vibration analysis or any equivalent combination of training and experience.

**CITY OF GRAND RAPIDS
2016 SALARY SURVEY JOB SUMMARIES**

Job #	Job Title	Job Summary
81	Probation Officer	Provides professional case management services to clients who are placed on probation. Conducts pre-sentence investigations and supervising the progress of individuals who have been accepted and placed on probation. Responsible for recommendations and reports on the progress of clients. Minimum Requirements: Bachelor's degree in criminal justice, psychology, public administration, or a related field and one (1) year of experience as a probation officer; or, any equivalent combination of training and experience.
82	Project Engineer	Serves as project manager on engineering project; oversees and monitors the work of contracting engineers. Plans and designs streets, sewer, highway, water treatment and water distribution systems, bridge or building construction projects; defines scope of work to be done and requests necessary surveys and soil borings; estimates quantities and costs of such projects. Prepares specifications and contract work orders; makes complex computations; makes time and material cost estimates. Inspects and supervises inspection of street, sewer, highway, water treatment and distribution systems, bridge or building construction. Minimum Requirements: Bachelor's degree in civil, electrical, or mechanical engineering, and three years of experience in the practice of civil engineering related to area of assignment; or, any equivalent combination of training and experience.
83	Project Manager	Establishes an administrative process involving initial and checkpoint follow up meetings with project owners (departments/other public entities) to ensure clear communication and understanding of client needs and expectations for projects are met, as well as effectively addressing complaints. Provides supervision of assistants and subordinate staff; manages the activities of the professional and support staff assigned to the project team; handles employee personnel issues (counseling, disciplinary, complaint issues) which may arise. Minimum Requirements: Bachelor's degree in civil engineering, architecture, planning, landscape architecture, or a related field and three to five (3-5) years of experience of professional engineering design, project management, landscape architecture, planning, or a related field; or, any equivalent combination of training and experience.

**CITY OF GRAND RAPIDS
2016 SALARY SURVEY JOB SUMMARIES**

Job #	Job Title	Job Summary
84	Public Services Director	Plans, organizes, implements and directs the City's Public Services Department's delivery of street maintenance and solid waste services. Manages all aspects of human resources, materials and equipment. Work is performed under the executive direction of a Managing Director or Deputy City Manager. Minimum Requirements: Bachelor's degree in engineering, business management, or a related field and seven to nine (7-9) years of progressively more responsible experience in the administration of public works activities, street maintenance, solid waste services, including supervisory or managerial experience; or any equivalent combination of training and experience.
85	Public Services Supervisor	Supervises work crew over Solid Waste or Street maintenance. Performs under general supervision of the Director. Monitors two or more crews of Refuse Packer Operators, Equipment operators, and maintenance assistants. Minimum Requirements: High School diploma and five (5) years of progressively responsible experience in the operation of medium and heavy equipment, including at least three (3) years of supervisory experience; or any equivalent combination of training and experience. Public Works experience a plus. Bachelor degree preferred.
86	Real and Personal Property Appraiser II	Performs real and personal property appraisal work in an assigned area of the City, including residential, commercial and industrial real estate for taxation purposes. Inspects new construction and alterations or additions to existing property and calculation of their assessed values. Provides reappraisal work, permit work, review of property appeals, defense of values in Michigan Tax Tribunal small claims cases, photography and sketching of buildings and any other special projects which may be assigned. Minimum Requirements: High School diploma, supplemented by course work in both basic and advanced real property appraisal methods, and three (3) years experience in appraising real property, either residential, commercial, or industrial; or any equivalent combination of training and experience.

**CITY OF GRAND RAPIDS
2016 SALARY SURVEY JOB SUMMARIES**

Job #	Job Title	Job Summary
87	Real Property Assessment Aide	Collects data as it relates to real property appraisal and assessment. Inputs data, draft, and updates sketches and photos of real property into the assessment appraisal software. Provides support for Real and Personal Property Appraisers. Minimum Requirements: High School diploma, supplemented by business courses related to appraisal methods or related technical fields and no experience. Or High School diploma, supplemented by one year experience in real estate listing, property appraisal, surveying, building trades or closely related technical field, or any equivalent combination of training and experience.
88	Recreation Supervisor	Coordinates all aspects of recreation programs offered by the City including youth, adult, and senior. Oversees the operation of facility rentals including indoor, outdoor and athletic fields. Minimum Requirements: Bachelor's degree in recreation administration, education, or closely related field and three (3) years of experience as a recreation leader or administrator; or any equivalent combination of training and experience.
89	Refuse Packer Operator	Provides manual, computer and mechanical/robotic-arm equipment operation of a one-man vehicle, that is involved in the collection of refuse and recycling along designated routes in an urban/city environment. Performs under minimal direct supervision. Trains, guides, and assists other employees. Minimum Requirements: High School diploma and one (1) year of experience operating large trucks, preferably a refuse collection of similar vehicle; or any equivalent combination of training and experience.
90	Retirement Services Specialist	Processes and monitors employee contributions to the Grand Rapids Police/Fire and General Retirement Systems. Prepares financial statements for the Retirement Systems and assists in the gathering of information for the preparation of actuarial valuations for both Retirement Systems. Prepares benefit estimates and reviews benefit estimates prepared by other staff members to ensure accuracy. Minimum Requirements: Bachelor's degree from a university of recognized standing with specialization in business, finance and/or public administration, and three to five (3-5) years of responsible experience in pension administration, benefit administration, finance, or related personnel fields; or an equivalent combination of education, training and experience which provides the required skills, knowledge and abilities described.

**CITY OF GRAND RAPIDS
2016 SALARY SURVEY JOB SUMMARIES**

Job #	Job Title	Job Summary
91	Risk Manager	Directs, supervises and coordinates the activities and operations of Risk and Safety within the Human Resources Department, including the City's insurances, safety, loss control, and property/liability claims programs and coordinates other assigned activities with other divisions, departments and outside agencies. Minimum Requirements: Bachelor's degree in risk management, safety, business administration, public administration, or related field and five to seven (5-7) years of progressively more responsible experience involving risk management, including administrative and supervisory experience; or any equivalent combination of training and experience.
92	Secretary to the City Manager	Assists and supports the City Manager, Executive Office Staff and Elected Officials with the Manager's day-to-day operations of the City of Grand Rapids. Performs executive-level clerical, supervisory, financial and budget preparation, payroll and office reception functions, as well as plan small scale special events. Designs and implements changes to office procedures for efficiencies. Provides customer services to citizens. Minimum Requirements: High School diploma and six (6) years of experience in responsible executive support work; or any equivalent combination of training and experience.
93	Senior Human Resources Analyst	Consults with various departments regarding staffing and recruiting needs. Manages and supervises the recruiting, project assignments and developing and conducting testing processes and administering the interview process. Prepares reports for Civil Service Board, City Commission and other bodies on regulations, laws and policies, statistics, outcomes and metrics. Participates in Diversity and Inclusion activities, recruiting, outreach, public relations, customer service and other engagement efforts. Minimum Requirements: Bachelor's degree in human resources, related social sciences, industrial/organizational psychology, or a related field and three to five (3-5) years of experience managing municipal human resources operations, municipal labor relations practices, staff management, or related experience; or any equivalent combination of training and experience.
94	Sign Fabricator II	Fabricates and installs street signs. Plans execution of placement of temporary traffic control devices for work zone safety following the Manual of Uniform Traffic Control Devices for various road closures. Minimum Requirements: High School diploma and three (3) years of progressively responsible experience related to sign making; or any equivalent combination of training and experience.

**CITY OF GRAND RAPIDS
2016 SALARY SURVEY JOB SUMMARIES**

Job #	Job Title	Job Summary
95	Traffic System Engineer	Oversees and directs the maintenance and operations of traffic control devices such as signals, signs, pavement markings, and roadway design elements in the public right-of-way. Reviews plans, management of assets, public involvement, temporary traffic control oversight, and is responsible for roadway policy decision-making. Minimum Requirements: Bachelor's degree in civil engineering, networking, communications, or a related field and four (4) years of experience in traffic engineering; or, any equivalent combination of training and experience.
96	Utilities Field Operations Superintendent	Executes policy development, program planning, fiscal management, administration, and operational direction of the utilities field operation, including water distribution system, customer metering, and sanitary and storm collection systems. Provides managerial support of major projects or operations involving work crews, contractors, and professional and technical support staff. Minimum Requirements: Bachelor's degree in civil engineering, construction management, or a related field and five (5) years of progressively responsible supervisory and high level professional experience in a public works field, water distribution system and/or customer metering management, sanitary sewer or storm water collections operations and maintenance, or varied maintenance or construction work in underground utilities with demonstrated knowledge of equipment operations; or, an equivalent combination of training and experience.
97	Utility Operator/Maintainer	Ensures proper and effective operation and maintenance of a wastewater treatment plant, water treatment plant, collection, and/or distribution system. Performs under the general direction of a supervisor. Guides and trains to less experienced utility staff. Minimum Requirements: High School diploma and two (2) years of experience related to water/wastewater treatment systems or any equivalent combination of training and experience.
98	Utility Systems Manager	Designs, constructs, operates and maintains the traffic control and street lighting infrastructure to provide for the safe, efficient, and economical movement of people and goods on the City's street system. Manages, mentors, and supports staff to achieve department and city goals while maintaining fiscal responsibility. Minimum Requirements: Bachelor's degree in environmental science, traffic engineering, management, or public administration and five to seven (5-7) years of managerial experience in a field related to street utility lighting, traffic management, or traffic signal/sign or related management; or, any equivalent combination of training and experience.

**CITY OF GRAND RAPIDS
2016 SALARY SURVEY JOB SUMMARIES**

Job #	Job Title	Job Summary
99	Waste Water Plant Operator II	Ensures optimal operation of the treatment plant, collection system and all associated equipment and related stations. Responds to emergencies related to plant and collection system operation. Observes plant systems and provides work orders for equipment maintenance or problems. Observes observational requirements and adjusts plant operations accordingly. Manages equipment in or out of service depending on service needs. Minimum Requirements: High School diploma and four (4) years of experience related to wastewater treatment activities; or any equivalent combination of training and experience.
100	Water Plant Operator III	Assures the proper operation of a water treatment and pumping plant and it's district wide water distribution system on an assigned shift. Receives phone calls and works directly with contractors, engineers, and GR staff mechanics to implement system maintenance, and breakdown mitigation. Minimum Requirements: High School diploma and four (4) years of experience related to water treatment activities; or any equivalent combination of training and experience.
101	Water Service Worker II	Assists in changing or setting water meters. Creates and completes service orders, turn water on or off at street valves, respond to emergencies. Minimum Requirements: High School diploma and one (1) year of experience in meter installation or repair work; or any equivalent combination of training and experience.
102	Water System Manager	Oversees the various divisions, responsible for long-range planning, operations, capital and operating budgets for the utility. Responds to media inquiries regarding the Water Utility. Minimum Requirements: Bachelor's degree in science, engineering or related field and five to seven (5-7) years of administrative experience in water treatment operation and maintenance; or any equivalent combination of training and experience.

SECTION • III
SALARY SURVEY RESULTS

**CITY OF GRAND RAPIDS, MI
2016 SALARY SURVEY RESULTS**

Survey Job No.	Survey Job Title	Number of Organizations*	Average Pay Range		
			Minimum	Midpoint	Maximum
1	311 Customer Service Representative	5	\$36,705	\$42,324	\$44,838
2	Accountant I	9	\$49,159	\$57,560	\$63,445
3	Accounts Payable Supervisor	4	\$60,053	\$70,055	\$74,138
4	Administrative Analyst I	4	\$51,608	\$60,943	\$64,628
5	Administrative Analyst II	3	\$65,012	\$76,190	\$77,810
6	Administrative Secretary	9	\$41,128	\$47,536	\$51,717
7	Administrative Services Officer II	1	Insufficient Data for Analysis		
8	Administrator - Office Children Youth Family	1	Insufficient Data for Analysis		
9	Assistant City Attorney II	9	\$65,601	\$86,562	\$104,401
10	Assistant Planning Director	6	\$74,797	\$89,092	\$98,104
11	Battalion Fire Chief	6	\$87,583	\$92,947	\$98,311
12	Building Inspector II	9	\$50,248	\$57,183	\$61,503
13	Business Developer	1	Insufficient Data for Analysis		
14	Cashier I	9	\$30,780	\$35,270	\$38,057
15	City Attorney	9	\$122,077	\$134,759	\$142,159
16	City Clerk	8	\$91,039	\$100,758	\$105,452
17	City Engineer	10	\$89,106	\$109,063	\$125,007
18	City Manager	10	\$151,884	\$158,792	\$159,784
19	City Purchasing Agent	9	\$72,554	\$84,984	\$93,742
20	City Treasurer	9	\$80,349	\$93,992	\$103,167
21	Civil Engineer I	7	\$58,650	\$68,260	\$74,508
22	Clerk of the Court	2	Insufficient Data for Analysis		
23	Code Compliance Supervisor	5	\$61,688	\$70,716	\$74,532
24	Court Administrator/ Clerk	5	\$89,883	\$105,061	\$111,912
25	Custodian	8	\$34,702	\$38,934	\$41,466
26	Debt and Authority Finance Officer	2	Insufficient Data for Analysis		
27	Deputy Chief Financial Officer	4	\$87,481	\$105,010	\$113,453
28	Deputy City Manager	5	\$98,855	\$122,317	\$136,893
29	Deputy Court Clerk	6	\$34,681	\$40,620	\$44,013
30	Deputy Fire Chief	8	\$92,322	\$102,014	\$111,705
31	Deputy Police Chief	8	\$97,280	\$109,472	\$117,120
32	Director of Facilities and Fleet Management	2	Insufficient Data for Analysis		
33	Director of Information Technology	7	\$102,085	\$120,879	\$134,221
34	Director of Parks and Recreation	6	\$88,431	\$110,572	\$126,350
35	Elections Specialist	6	\$44,610	\$52,167	\$56,121
36	Electrical Inspector II	9	\$52,386	\$59,573	\$64,146

Data Effective 08/01/2016

* Includes Grand Rapids Data

**CITY OF GRAND RAPIDS, MI
2016 SALARY SURVEY RESULTS**

Survey Job No.	Survey Job Title	Number of Organizations*	Average Pay Range		
			Minimum	Midpoint	Maximum
37	Electrician II	7	\$53,692	\$59,323	\$62,094
38	Electronics Technician	6	\$46,375	\$53,343	\$56,746
39	Emergency Communications Operator II	9	\$41,191	\$47,651	\$51,661
40	Employee Benefits Manager	5	\$62,366	\$76,051	\$84,267
41	Engineering Assistant I	8	\$39,492	\$47,030	\$51,939
42	Environmental Assessment Supervisor	2	Insufficient Data for Analysis		
43	Environmental Services Manager	3	\$87,501	\$107,370	\$114,516
44	Equipment Operator II	10	\$40,539	\$45,425	\$48,715
45	Facilities Maintenance Superintendent	7	\$65,241	\$76,920	\$84,683
46	Facilities Maintenance Technician	6	\$53,101	\$59,475	\$62,364
47	Financial Analyst	6	\$58,610	\$68,419	\$74,358
48	Financial Assistant II	9	\$36,802	\$42,192	\$45,468
49	Fire Captain	9	\$75,967	\$79,324	\$82,681
50	Fire Chief	8	\$104,078	\$124,452	\$139,550
51	Fire Equipment Operator	6	\$56,234	\$61,612	\$66,991
52	Fire Lieutenant	8	\$70,125	\$73,609	\$77,092
53	Fire Marshal	8	\$83,441	\$87,335	\$91,228
54	Firefighter	8	\$46,654	\$56,507	\$62,061
55	Groundskeeper I	6	\$35,260	\$39,491	\$41,566
56	Heavy Equipment Mechanic	10	\$45,412	\$50,621	\$54,042
57	Human Resources Analyst	7	\$56,295	\$65,351	\$71,024
58	Income Tax Administrator	3	\$68,283	\$84,498	\$89,698
59	Information Systems Coordinator	6	\$66,437	\$76,109	\$81,213
60	Journey Signal Technician	7	\$50,373	\$56,210	\$59,493
61	Journeyman Line Worker	5	\$45,150	\$52,363	\$55,999
62	Labor Relations Manager	6	\$88,582	\$97,885	\$101,427
63	Legal Secretary II	6	\$43,930	\$50,215	\$53,410
64	Light Equipment Mechanic	9	\$42,520	\$48,013	\$51,559
65	Lineworker II	3	\$48,560	\$55,635	\$56,750
66	Managing Director	6	\$89,908	\$110,706	\$124,816
67	Mechanical Inspector I	8	\$48,598	\$55,257	\$59,165
68	Office Assistant II	7	\$34,182	\$39,254	\$41,882
69	Parking Facility Supervisor	5	\$63,458	\$76,172	\$83,673
70	Parking Meter Operations Supervisor	3	\$52,138	\$62,541	\$64,257
71	Parking Violations Checker	4	\$31,458	\$37,802	\$40,448
72	Payroll Supervisor	6	\$58,794	\$68,322	\$73,905

Data Effective 08/01/2016

* Includes Grand Rapids Data

**CITY OF GRAND RAPIDS, MI
2016 SALARY SURVEY RESULTS**

Survey Job No.	Survey Job Title	Number of Organizations*	Average Pay Range		
			Minimum	Midpoint	Maximum
73	Planner II	8	\$55,121	\$61,828	\$65,483
74	Plumbing Inspector II	9	\$50,656	\$57,337	\$61,404
75	Police Captain	7	\$88,196	\$92,323	\$95,430
76	Police Chief	10	\$105,112	\$123,411	\$137,489
77	Police Lieutenant	10	\$83,402	\$87,810	\$91,472
78	Police Officer	10	\$47,224	\$57,525	\$64,192
79	Police Sergeant	10	\$73,536	\$75,964	\$77,918
80	Predictive Maintenance Technician	5	\$46,287	\$52,127	\$54,347
81	Probation Officer	5	\$49,554	\$58,964	\$64,220
82	Project Engineer	9	\$65,803	\$76,950	\$85,052
83	Project Manager	5	\$68,018	\$82,691	\$91,026
84	Public Services Director	7	\$102,950	\$122,362	\$136,321
85	Public Services Supervisor	7	\$62,791	\$71,182	\$76,018
86	Real and Personal Property Appraiser II	7	\$47,244	\$53,722	\$57,336
87	Real Property Assessment Aide	4	\$41,728	\$47,707	\$49,308
88	Recreation Supervisor	7	\$49,452	\$55,995	\$59,544
89	Refuse Packer Operator	5	\$40,816	\$45,675	\$47,342
90	Retirement Services Specialist	4	\$52,068	\$63,921	\$69,552
91	Risk Manager	3	\$75,984	\$88,759	\$91,476
92	Secretary to the City Manager	7	\$47,291	\$54,022	\$57,978
93	Senior Human Resources Analyst	5	\$62,415	\$74,912	\$82,197
94	Sign Fabricator II	8	\$42,463	\$46,439	\$48,476
95	Traffic System Engineer	6	\$70,206	\$81,799	\$88,612
96	Utilities Field Operations Superintendent	5	\$77,161	\$88,297	\$93,392
97	Utility Operator/Maintainer	5	\$47,919	\$53,056	\$54,572
98	Utility Systems Manager	6	\$78,027	\$97,030	\$110,212
99	Waste Water Plant Operator II	6	\$43,950	\$50,310	\$53,751
100	Water Plant Operator III	7	\$47,126	\$54,031	\$58,241
101	Water Service Worker II	6	\$39,703	\$45,772	\$49,181
102	Water System Manager	5	\$87,647	\$106,275	\$117,268

SECTION • IV PAY PRACTICES

TYPES OF PAY SCHEDULES

Peer Employer	Grade and Step	Open Range	Flat Rate	Other
City of Akron, OH ¹	Yes	Yes	Yes	No
City of Ann Arbor, MI ²	Yes	No	Yes	No
City of Battle Creek, MI ³	Yes	No	Yes	No
City of Des Moines, IA ⁴	Yes	No	Yes	No
City of Grand Rapids, MI	Yes	No	No	No
City of Lansing, MI ⁵	Yes	Yes	Yes	No
City of Madison, WI ⁶	Yes	No	No	Yes
City of Rockford, IL ⁷	Yes	Yes	No	No
City of Warren, MI	NR	NR	NR	NR
Ingham County, MI ⁸	Yes	No	Yes	No

¹ Grade and step for non-exempt, open ranges for Exempt and Unclassified Exempt; flat daily rate for School Crossing Guards

² Flat rates for executive, steps for all others.

³ Flat rates for Commission appointed positions; grade and step for all other employees.

⁴ Grade and step for all but portions of SPM (i.e., department directors, senior management, executives).

⁵ Mayoral staff and Executive Management positions have open ranges, contract employees have flat rates, all other positions are on grade and step.

⁶ Grade and step for all employees except department heads; department heads have negotiated contracts within a defined range.

⁷ Grade and step for Non-Exempt jobs; Open Range for Exempt and some Non-Exempt jobs.

⁸ Grade and step for all employees except elected officials; flat rates for elected officials.

NR - No Response

HOW EMPLOYEES PROGRESS THROUGH THE PAY RANGE

Peer Employer	Longevity	Individual Performance	Step	Other
City of Akron, OH	Yes	No	Yes	No
City of Ann Arbor, MI	No	No	Yes ¹	No
City of Battle Creek, MI	Yes	No	Yes ²	No
City of Des Moines, IA ³	Yes	Yes	Yes	No
City of Grand Rapids, MI	No	No	Yes ⁴	No
City of Lansing, MI ⁵	Yes	No	No	No
City of Madison, WI	Yes	No	Yes	No
City of Rockford, IL	Yes	Yes	Yes	No
City of Warren, MI	NR	NR	NR	NR
Ingham County, MI	Yes	No	Yes ⁶	No

¹ Step Progressions vary by contract.

² 8 steps for non-represented positions, other positions vary by union contract.

³ Employees progress a step on their anniversary date if their performance is satisfactory.

⁴ Employee is placed on step in grade at hire and advances one step upon successful completion of 6-month probation period. The graduation date from probation sets the new anniversary date for the employee's future annual evaluations. If an employee advances to another job or promotes to a different classification, the process of probation and performance review begins again.

⁵ Positions, when established, are assigned a specific classification level, title, and wage range, which shall constitute the official classification and compensation plan. Each classification level carries minimum and maximum rates of pay with a provision for merit increases according to a uniform schedule. All new employees shall be assigned a classification and pay range in accordance with the Classification and Compensation Plan.

⁶ Employees move to the next step in the salary range the first full payroll after their anniversary date until they reach the maximum of the salary range for their position.

NR- No Response

TYPES OF BASE PAY INCREASES

Peer Employer	COLA	Merit/ Performance	Step	Other
City of Akron, OH ¹	Yes	Yes	Yes	No
City of Ann Arbor, MI ²	No	No	Yes	Yes
City of Battle Creek, MI ³	Yes	No	Yes	No
City of Des Moines, IA	Yes	No	Yes	No
City of Grand Rapids, MI	No	No	Yes – Exempt and Non- Exempt	Yes – All Groups ⁴
City of Lansing, MI	No	No	Yes	No
City of Madison, WI	No	No	No	Yes ⁵
City of Rockford, IL ⁶	Yes	Yes	Yes	No
City of Warren, MI	NR	NR	NR	NR
Ingham County, MI	No	Yes	No	Yes ⁷

¹ COLA for all employees, Merit for Exempt Employees, Step for Non-Exempt employees

² Step for union employees, non-union employee receive general salary increases not based on performance. Step increases are annual for eligible union employees only, except for AFSCME employees. They receive step increases on January 1st or July 1st based on their hire date. A union progression will change this date.

³ COLA for exempt and non-exempt non-represented employees; step for all other employees.

⁴ For most employees, organized labor negotiated agreements usually provide annual increases to base pay steps and ranges. For non-represented employees, discussion and annual increases usually follow the set patterns established by the labor groups.

⁵ Defined by Council annually.

⁶ COLA – Non-represented employees, Exempt and Non-Exempt; Merit/Performance – Exempt and Non-Exempt; Step – Non-Exempt.

⁷ Pay increases other than step increases are negotiated during the collective bargaining process.

NR – No Response

PAY SUPPLEMENTS – EVENING SHIFT DIFFERENTIAL

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	No	-	-
City of Ann Arbor, MI	No	-	-
City of Battle Creek, MI	Yes	AFSCME	\$.40 per hour
City of Des Moines, IA	Yes	Police, CIPEC, MEA	\$.25 - \$.35 per hour
City of Grand Rapids, MI	Yes	APA	\$.60 per hour
		ECO and ECOS	\$.30 per hour
		GREIU	\$.65 per hour
		POA	\$.55 per hour
City of Lansing, MI	Yes	UAW and Teamsters 243	\$.75 per hour
		Police SUP and NS	\$1.00 per hour
City of Madison, WI	Yes	Comp groups 15,16,20,32 and 33	\$.75 per hour
City of Rockford, IL	No	-	-
City of Warren, MI	NR	NR	NR
Ingham County, MI	Yes	All employee groups	\$.35 per hour

NR- No Response

PAY SUPPLEMENTS – OVERNIGHT SHIFT DIFFERENTIAL

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	No	-	-
City of Ann Arbor, MI	No	-	-
City of Battle Creek, MI	Yes	AFSCME	\$.45 per hour
City of Des Moines, IA	Yes	Not Provided	Not Provided
City of Grand Rapids, MI	Yes	APA	\$.65 per hour
		ECO and ECOS	\$.35 per hour
		GREIU, POA, POCA and SCT	\$.70 per hour
City of Lansing, MI	No	-	-
City of Madison, WI	Yes	Comp groups 15,16, 20, 32 and 33	\$.75 per hour
City of Rockford, IL	Yes	Police	\$1.25 - \$2.00 per hour
City of Warren, MI	NR	NR	NR
Ingham County, MI	Yes	All employee groups	\$.75 per hour

NR- No Response

PAY SUPPLEMENTS – WEEKEND SHIFT DIFFERENTIAL

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	No	-	-
City of Ann Arbor, MI	No	-	-
City of Battle Creek, MI	No	-	-
City of Des Moines, IA	No	-	-
City of Grand Rapids, MI	No	-	-
City of Lansing, MI	No	-	-
City of Madison, WI	Yes	Comp groups 15,16, 20, 32 and 33	Varies by Group
City of Rockford, IL	No	-	-
City of Warren, MI	NR	NR	NR
Ingham County, MI	No	-	-

NR- No Response

PAY SUPPLEMENTS – ON-CALL OR STANDBY PAY

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	Yes	Fire Division	2 hours at 250% of hourly pay
City of Ann Arbor, MI	No	-	-
City of Battle Creek, MI	Yes	Varies by Union	Varies by Union
City of Des Moines, IA	Yes	Police, MEA, Fire	1 hour comp time accrual, \$1/hour for Fire
City of Grand Rapids, MI	Yes	GREIU	35 hours of straight time pay for the weekend.
City of Lansing, MI	Yes	Teamsters 243	1.5 hours of pay for each day
		UAW	1 hour of regular pay for each day
City of Madison, WI	Yes	Employees assigned to emergency maintenance and repair work	\$1.12/hour
City of Rockford, IL	Yes	Police, Public Works	Varies by Group
City of Warren, MI	NR	NR	NR
Ingham County, MI	Yes	Specific titles	Paid for hours worked + 8 hours comp time

NR- No Response

PAY SUPPLEMENTS – CALL-BACK PAY

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	Yes	Union Non-Exempt	Guaranteed 4 hours at appropriate pay rate
City of Ann Arbor, MI	Yes	AFSCME	2 hours at 1-1/2 regular rate
City of Battle Creek, MI	Yes	Varies by Union	Varies by Union
City of Des Moines, IA	Yes	CIPEC, MEA, Police	Minimum of 2 hour at OT; 2 hours straight for Police
City of Grand Rapids, MI	Yes	GREIU	Minimum of 4 hours beginning ½ hour before start at straight pay until exceed 40 hours a week.
		CST, ECO, ECOS, FIRE PCOA, POA	Minimum of 4 hours at straight pay
City of Lansing, MI	Yes	Teamsters 243 and 214, UAW, Police	Minimum of 3 hours of overtime pay
		Fire	Minimum of 4 hours of overtime pay
City of Madison, WI	Yes	Comp groups 15,16,20,32,33 and 71	Varies by Group
City of Rockford, IL		Fire, Fire 911, Police	Varies by Group
City of Warren, MI	NR	NR	NR
Ingham County, MI	Yes	All employee groups	Minimum of 3 hours of pay

NR- No Response

PAY SUPPLEMENTS – HOLIDAY PAY

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	Yes	Non Sworn Non-Exempt	250% of regular pay
City of Ann Arbor, MI	Yes	All employees	Regular rate of pay
City of Battle Creek, MI	Yes	All employees	8 hours regular pay
City of Des Moines, IA	Yes	CIPEC	Double time plus Holiday pay
City of Grand Rapids, MI	Yes	GREUI Emergency	1½ regular pay rate for hours worked, minimum 4 hours
		IAFF 24-hour employees	10 hours pay if working and hours pay for non-work holiday
		IAFF 8 hour employees	8 hours of regular pay
		Non-uniformed employees	Day off with regular pay
City of Lansing, MI	Yes	Fire	Receive an additional \$173.58 per holiday whether they work or not.
City of Madison, WI	Yes	All employees	1 ½ times base rate for hours worked; double or triple pay, depending on time work is performed, for work over 18 hours.
City of Rockford, IL	Yes	All employees	Varies by Group
City of Warren, MI	NR	NR	NR
Ingham County, MI	Yes	All employees	8 hours of regular pay

PAY SUPPLEMENTS – BI-LINGUAL PAY

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	No	-	-
City of Ann Arbor, MI	No	-	-
City of Battle Creek, MI	No	-	-
City of Des Moines, IA	Yes	Police	\$600 per year
City of Grand Rapids, MI	No	-	-
City of Lansing, MI	No	-	-
City of Madison, WI	No	-	-
City of Rockford, IL	Yes	Exempt and Non-Exempt	\$15 per pay check
City of Warren, MI	NR	NR	NR
Ingham County, MI	No	-	-

NR- No Response

PAY SUPPLEMENTS – EDUCATION REIMBURSEMENT

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	No	-	-
City of Ann Arbor, MI	Yes	All employees	\$2,500 annual maximum
City of Battle Creek, MI	Yes	All employees, if job relevant	\$2,250 annual maximum
City of Des Moines, IA	Yes	Fire, Police, GBO, MEA, SPM	\$2,400 annual maximum
		CIPEC, Lib	\$1,200 annual maximum
City of Grand Rapids, MI	Yes	All Units	Preapproved allowance –up to \$2,000 annually for grade of C or better
City of Lansing, MI	Yes	Varies by employee group ¹	Varies by employee group ¹
City of Madison, WI	No	-	-
City of Rockford, IL	Yes	Exempt and Non-Exempt	Varies by Department
City of Warren, MI	NR	NR	NR
Ingham County, MI	No	-	-

¹ Council Staff = \$300, Executive Management = \$500, Police Non Sup = \$500, Police Supervisor = \$200, Fire = No limit, Non Bargaining = \$500, Mayor Staff = \$500, Teamster 214 = \$400, UAW = \$500, Teamster 243 = \$0.

NR- No Response

PAY SUPPLEMENTS – EDUCATION INCENTIVE

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	No	-	-
City of Ann Arbor, MI	Yes	Specific Jobs	1.50% - Associate's degree 3.75% - Bachelor's degree
City of Battle Creek, MI	Yes	All, if above the minimum requirements of the job	Varies based on degree
City of Des Moines, IA	No	-	-
City of Grand Rapids, MI	Yes	IAFF	\$200/year for 30 credits, \$400/year for 60 or more credits
		POA, POCA	NR
City of Lansing, MI	No	-	-
City of Madison, WI	Yes	Police and Fire only	Up to 28%
City of Rockford, IL	Yes	Exempt and Non-Exempt	Varies by Department
City of Warren, MI	NR	NR	NR
Ingham County, MI	Yes	Law Enforcement	\$200 - \$500 ¹

¹ \$200 for completion of 2 years in law enforcement program, \$500 for a bachelor's program in law enforcement, \$300 will be paid if already received the \$200 for completion of 2 year program.

NR- No Response

PAY SUPPLEMENTS – LICENSE OR CERTIFICATION PAY

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	Yes	Wastewater Plant Operator	NR
City of Ann Arbor, MI	Yes	Specific jobs	Varies by job and union
City of Battle Creek, MI	Yes	Varies by contract	Varies by contract
City of Des Moines, IA ¹	Yes	Specific jobs	Varies by job and union
City of Grand Rapids, MI	Yes	ECOS	\$250 one time bonus for ENP or RPL certification
City of Lansing, MI ²	Yes	Specific job	Varies by job and union
City of Madison, WI	No	-	-
City of Rockford, IL	No	-	-
City of Warren, MI	NR	NR	NR
Ingham County, MI	No	-	-

¹ Fire Specialist (\$500/year), Paramedic (5.0%), Water Rescue/Tech Rescue (\$900/year), Bomb Squad/Clandestine/ Dive Team (#1,600/year), K-9 (8 hours OT/week)

² Annual bonus' to: Michigan Class A Sewage Plant Operator Certification = \$1000, Michigan Class B Sewage Plant Operator Cert. = \$750, Michigan Class C Sewage Plant Operator Cert = \$500, Michigan Class D Sewage Plant Operator Cert = \$250, Michigan Master Heavy Certification = \$3,000, ASE Master Heavy Certification = \$5,000, EVT Master Fire Apparatus Technician = \$7,000.

NR- No Response

PAY SUPPLEMENTS – COMPENSATORY TIME FOR EXEMPT EMPLOYEES

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	No	-	-
City of Ann Arbor, MI	No	-	-
City of Battle Creek, MI	No	-	-
City of Des Moines, IA	No	-	-
City of Grand Rapids, MI	No	-	-
City of Lansing, MI	Yes	Non-Bargaining	1 hour for each hour worked
		Union Exempt	1.5 hours for each hour worked
City of Madison, WI	Yes	Comp group 18/44 range 13 and below	1.5 hours for each hour worked
City of Rockford, IL	Yes	Human Services	Varies
City of Warren, MI	NR	NR	NR
Ingham County, MI	No	-	-

NR - No Response

PAY SUPPLEMENTS – OUT OF CLASS PAY

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	Yes	Classified Employees	5% increase per hour
City of Ann Arbor, MI	No	-	-
City of Battle Creek, MI	Yes	Varies by contract	Varies by contract
City of Des Moines, IA	Yes	CIPEC	1 step increase
City of Grand Rapids, MI	Yes	APA and Others	By assignment at the first step in new classification that is greater than step in current classification.
		GREIU	First step of higher classification or \$1.00/hour more than present wage.
City of Lansing, MI	Yes	All employees	Employee is paid the next highest pay rate of the job they are working in.
City of Madison, WI	Yes	All groups except 18,21,23 and 44	Additional \$.30 per hour; \$.50 per hour for Group 15
City of Rockford, IL	Yes	Finance, Fire, Human Resources, Police, Public Works	5%
City of Warren, MI	NR	NR	NR
Ingham County, MI	Yes	All employee groups	5% - 10%

NR- No Response

PAY SUPPLEMENTS – OTHER PAY SUPPLEMENTS

Peer Employer	Provided	Employee Groups Eligible	Amount (\$ or %)
City of Akron, OH	No	-	-
City of Ann Arbor, MI	No	-	-
City of Battle Creek, MI	No	-	-
City of Des Moines, IA	No	-	-
City of Grand Rapids, MI	Yes	IAFF	Shop Pay \$5.00/day; 8-hour employees receive one floating 8 hour holiday/personal day
		POA	\$500 retirement incentive
City of Lansing, MI	Yes	All	Varies ¹
City of Madison, WI	No	-	-
City of Rockford, IL	Yes	911 Telecommunicators	Employees scheduled for overtime receive additional \$1.13 per hour plus overtime pay.
City of Warren, MI	NR	NR	NR
Ingham County, MI	No	-	-

¹ Sick Leave Bonus and buyback. About 1/2 of the groups receive \$150 annual bonus for the use of 8 hrs. or less of sick time. Police, Fire, UAW, Non-Bargaining, Mayor Staff, and Council Staff may sell up to 32 hours of sick time earned in the current year, with a minimum sick leave balance of 480 hours.

NR- No Response

LONGEVITY PAY

Peer Employer	Offered to Employees	Employee Groups Receiving Longevity Pay	Longevity Pay Varies Across Employee Groups	Maximum Amount of Longevity Pay That Can Be Received	Longevity Pay Included as Covered Compensation for Pensions
City of Akron, OH	Yes	All employees with more than 5 years of service	Yes	\$700 for CSPA, otherwise no max	Yes
City of Ann Arbor, MI	Yes	Represented Employees	Yes	\$1,500 for AFSCME	No
City of Battle Creek, MI	Yes	All groups	Yes	\$1,000.00	Yes
City of Des Moines, IA	Yes	All groups except MIS	No	6% of base pay	Yes
City of Grand Rapids, MI	No	-	-	-	-
City of Lansing, MI	Yes	All employees except contract and part-time UAW	Yes	Bargained with each group ¹	Yes
City of Madison, WI	Yes ²	All employees except department heads.	No	12%	Yes
City of Rockford, IL	Yes	Represented Employees	No	10%	No
City of Warren, MI	NR	NR	NR	NR	NR
Ingham County, MI	Yes	All employees hired before January 2013	Yes	\$1,800	Yes

¹ Teamsters 243, Teamsters 214, Non-Bargaining, UAW, Council Staff receive a set percentage based upon \$25,000. Police, Fire, Executive Management receive a set percentage based upon \$20,000.

² Comp Group 18 employees who do not live in City have longevity pay reduced by 1%.

NR- No Response

LONGEVITY PAY BY COMPLETED YEARS OF SERVICE

Peer Employer	5 Years	10 Years	15 Years	20 Years	25 Years	Over 25 Years
City of Akron, OH	3.5%	4.0%	4.5%	5.0%	5.5%	+1% per year until 30 years
City of Ann Arbor, MI ¹	\$300.00	\$600.00	\$900.00	\$1,200.00	\$1,500.00	\$1,500.00
City of Battle Creek, MI	\$0.00	\$375.00	\$675.00	\$1,000.00	\$1,000.00	\$1,000.00
City of Des Moines, IA	1.0%	2.0%	4.0%	5.0%	6.0%	6.0%
City of Grand Rapids, MI	-	-	-	-	-	-
City of Lansing, MI	\$500.00	\$1,000.00	\$1,500.00	\$2,000.00	\$2,500.00	\$2,500.00
City of Madison, WI	3%	6%	8%	11%	12%	12%
City of Rockford, IL	2%	4%	6%	8%	10%	10%
City of Warren, MI	NR	NR	NR	NR	NR	NR
Ingham County, MI	\$600.00	\$1,000.00	\$1,400.00	\$1,800.00	\$1,800.00	\$1,800.00

¹ Not added to base pay, but paid in a separate check.

NR- No Response

PERFORMANCE BASED REWARDS OFFERED TO EMPLOYEES

Peer Employer	Performance Based Rewards Offered	Organization Wide Pay Increases	Organization Wide Lump Sum Bonuses	Department/ Team Pay Increases	Department/ Team Lump Sum Bonuses	Individual Pay Increases	Individual Lump Sum Bonuses	Non-Monetary Rewards
City of Akron, OH	Yes	-	-	-	-	Yes ¹	-	-
City of Ann Arbor, MI	No	-	-	-	-	-	-	-
City of Battle Creek, MI	No	-	-	-	-	-	-	-
City of Des Moines, IA	No	-	-	-	-	-	-	-
City of Grand Rapids, MI	No	-	-	-	-	-	-	-
City of Lansing, MI	No	-	-	-	-	-	-	-
City of Madison, WI	No	-	-	-	-	-	-	-
City of Rockford, IL	No	-	-	-	-	-	-	-
City of Warren, MI	NR	NR	NR	NR	NR	NR	NR	NR
Ingham County, MI	No	-	-	-	-	-	-	-

¹ Step increases for non-exempt require satisfactory performance evaluations; merit increases for exempt employees are based on performance.

NR- No Response

TYPES OF RETIREMENT PLANS PROVIDED FOR SWORN PUBLIC SAFETY EMPLOYEES

Peer Employer	Fire			Police			Public Safety Employees Participate in Social Security
	Defined Benefit Plan	Defined Contribution Plan	Hybrid Plan	Defined Benefit Plan	Defined Contribution Plan	Hybrid Plan	
City of Akron, OH	Yes	Yes	No	Yes	Yes	No	No
City of Ann Arbor, MI	Yes	No	No	Yes	No	No	No, except for Police Officers
City of Battle Creek, MI	Yes	No	No	Yes	No	No	No
City of Des Moines, IA	No	Yes	No	No	Yes	No	No
City of Grand Rapids, MI	Yes	Yes	No	Yes	Yes	No	No
City of Lansing, MI	Yes	No	No	Yes	No	No	No
City of Madison, WI	Yes	No	No	Yes	No	No	Yes
City of Rockford, IL	Yes	No	No	Yes	No	No	Yes
City of Warren, MI	NR	NR	NR	NR	NR	NR	NR
Ingham County, MI	NA	NA	NA	Yes	No	Yes ¹	Yes

¹ Employees hired after 1/1/13 are in the Hybrid Plan

NA- Not Applicable

NR- No Response

HIRING BONUSES

Peer Employer	Hiring Bonuses Given	Job Titles Eligible	Amount (\$ or %)
City of Akron, OH	No	-	-
City of Ann Arbor, MI	No	-	-
City of Battle Creek, MI	No	-	-
City of Des Moines, IA	No	-	-
City of Grand Rapids, MI	No	-	-
City of Lansing, MI	No	-	-
City of Madison, WI	No	-	-
City of Rockford, IL	No	-	-
City of Warren, MI	NR	NR	NR
Ingham County, MI	No	-	-

NR- No Response

Stephanie Robinson

From: Stephanie Robinson
Sent: Monday, April 17, 2017 7:14 AM
To: 'Riley, Mary'
Subject: RE: Classification Vendor - Segal Waters

Importance: High

We need an account number and a price quote to go along with this .

Thanks,

Stephanie
(517) 702-6197
1232 HACO DR
LANSING MI 48912
Stephanie.robinson@lbwl.com

From: Riley, Mary [<mailto:Mary.Riley@lansingmi.gov>]
Sent: Friday, April 14, 2017 1:20 PM
To: Stephanie Robinson
Subject: Classification Vendor - Segal Waters

Hello Stephanie,
Hope all is well.

We are in desperate need of a new classification vendor to handle the City's reclassification and job evaluation reviews. Our old vendor has cancelled our contract because we could not fund a comprehensive compensation study (\$300,000+) at this time. It is imperative that we have a consultant to conduct these reviews as they are submitted frequently to evaluate for posting new and old positions and for employees who would to re-class their current position. I'm happy to say that we have a great organization, Segal Waters Consulting, that can take this on for us. I am asking that Segal Waters be considered a sole source vendor for the following reasons:

- The City of Lansing has a current contract with Segal Waters. They are conducting the pension legacy costs analysis project with Finance and Finance Director, Angie Bennett.
- Segal Waters has just completed a compensation study with the City of Grand Rapids. We participated with this survey by providing our compensation data for key positions. And I also know that they have worked with the State of Michigan on other strategic/operational human resources issues.
- The need for a new classification/job evaluation vendor is URGENT. Our old vendor unexpectedly cancelled our contract without any prior notice. Not having a classification vendor will severely hamper our ability to fill positions and stop our employees' ability to re-class their position thus impacting their increase in compensation.

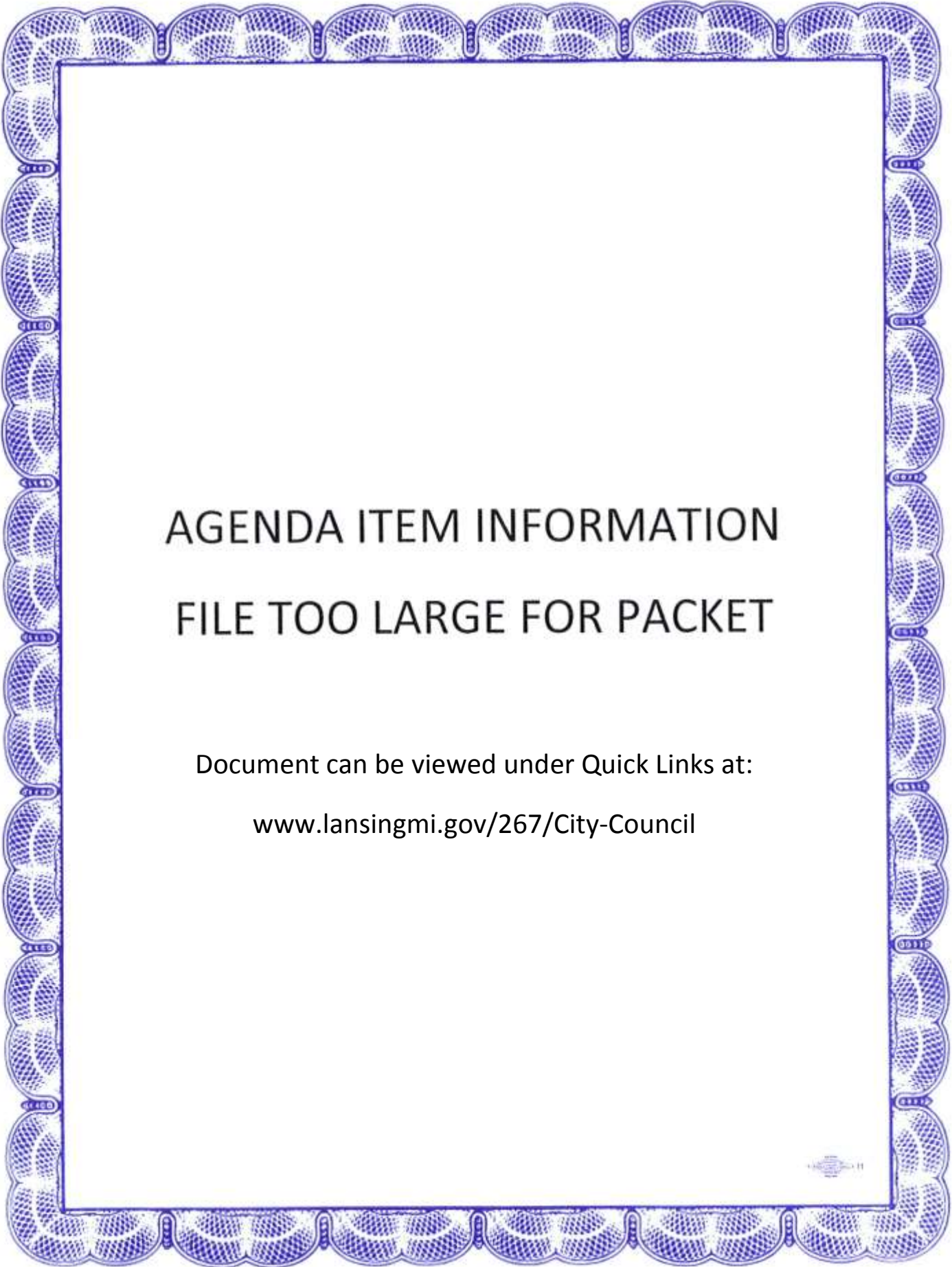
I have attached the retainer agreement and the Grand Rapids survey for your review. Please let me know if you have any additional questions or if there is additional documentation needed. I would appreciate your timely consideration, Stephanie.

Thank You,
Mary Riley



Virg Bernaro, Mayor

Mary P. Riley, MPA, SPHR, SHRM-SCP
Director of Human Resources
City of Lansing, Michigan
124 W. Michigan Avenue, City Hall, 8th Floor
Lansing, MI 48933-1694
517-483-4011 office phone
Mary.riley@lansingmi.gov email



AGENDA ITEM INFORMATION

FILE TOO LARGE FOR PACKET

Document can be viewed under Quick Links at:

www.lansingmi.gov/267/City-Council